

URBAN/MUNICIPAL  
CA4 ON HBL A05  
C51F31  
1998

AGENDAS  
FINANCE & ADMINISTRATION  
COMMITTEE

JAN. 20, 1998







URBAN/MUNICIPAL  
CAYON HBL A05  
CSIF31  
1998



Urban/Municipal Librarian  
Hamilton Public Library  
2nd Floor

## NOTICE OF MEETING

### FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1998 January 20th  
1:30 o'clock p.m.  
Room 233, City Hall

URBAN MUNICIPAL

JAN 22 1998

GOVERNMENT DOCUMENTS

*Susan K. Reeder*  
Susan K. Reeder, Secretary  
Finance and Administration Committee

### AGENDA

#### A. DELEGATIONS

- (a) Optimist Club of East Hamilton
  - (i) Requested comments from the Hamilton Region Conservation Authority
- (b) Jack McNie re: Casinos (no copy)

#### 1. CONSENT AGENDA

#### 2. BUILDING COMMISSIONER

Requested Report - Community Heritage Trust Fund Program; James Street Baptist Church, 98 James Street South

#### 3. CITY CLERK/BUILDING COMMISSIONER/DIRECTOR OF CULTURE AND RECREATION

Temporary Relocation of Civic Departments in order to Accommodate the Regional Chairman, Regional C.A.O. and Regional Clerk's Department at City Hall

- (a) Report - Treasurer - Financing (copy to follow)







4. **TREASURER**

- (a) Presentation - Current Value Assessment Update (no copy)
- (b) 1998 Interim Taxation Billing (copy to follow)
- (c) Financial Shared Services Proposal - Update

5. **REFERRALS FROM OTHER COMMITTEES**

- (a) Financing - Compensation for Management and Non-Union Groups
- (b) Financing - Parks and Recreation Ontario 1998 Education Forum - Sponsorship of Conference to be held in Hamilton, 1998 April 26 - 29
- (c) Financing of Huntingdon Park Recreation/Retrofit Account Centre No. CF 709141016

6. **CHIEF ADMINISTRATIVE OFFICER**

- (a) Pedestrian Walkway to connect the Farmers Market and Eatons
- (b) 1998 Closure of City Hall between Christmas and New Year's
- (c) City of Hamilton response to requests for assistance from Eastern Ontario communities combatting the effects of severe weather conditions
  - (i) Treasurer - financing

7. **INTERIM DOWNTOWN CO-ORDINATOR**

- (a) Gianni Longo - Downtown Vision Workshop
- (b) Downtown Co-Ordinator - Hamilton Downtown Partnership

8. **CITY CLERK**

Awarding of Contract - Miscellaneous Maintenance Services

9. **COMMISSIONER OF HUMAN RESOURCES**

Technology Improvements to Council Chambers







10. **CORRESPONDENCE**

- (a) Association of Municipalities of Ontario - 1998 Membership Invoice
- (b) Association of Municipalities of Ontario - Notice of Special Meeting on Friday, 1998 February 6th to "establish a response to the Province's initiatives over the past year, and to determine how best to achieve municipal goals in the years to come."
- (c) Referred from City Council - Hamilton Harbour Commissioners - Memorandum of Agreement - 1997 September 29th

11. **DIRECTOR OF CULTURE AND RECREATION**

- (a) A By-Law to Authorize a Municipal Capital Facility Agreement with The Hamilton East Kiwanis Boys' and Girls' Club Inc.
- (b) Award of Contract for Fire Alarm System - Upgrade - Copps Coliseum
- (c) Strategic Direction - New Capital and Capital Maintenance Projects - City-Owned Buildings
- (d) Award of Contract for the Supply of Air Filters for Various Culture and Recreation Facilities

12. **FIRE CHIEF**

Purchase of One (1) Combination Aerial Ladder Truck

13. **REQUESTS TO APPEAR AS DELEGATIONS**

- (a) Ontario Liquor Boards Employees' Union re: Provincial government plans to privatize the Liquor Control Board of Ontario (no copy)
- (b) The Enfield Group - re: Free Parking in Downtown Hamilton (no copy)

14. **IN CAMERA AGENDA**

15. **OTHER BUSINESS**

16. **ADJOURNMENT**









*"Friend of Youth"*

# The East Hamilton Optimist Club

Incorporated

Optimist Club of East Hamilton Inc.  
180 Van Wagner's Beach Road  
Hamilton, Ontario  
L8E 3L8

December, 1997

A.  
(a.)

Mr. Joe G. Pavelka  
Chief Administration Officer

Dear Mr. Pavelka:

Enclosed you will find all documentation for our request for Tax Exemption for Lakeland Community Centre, 180 Van Wagner's Beach Road, Hamilton.

This request, as you know, is urgent for the East Hamilton Optimist's survival in Lakeland Community Centre. We must have tax exemption starting January 1, 1998, to be continued while the East Hamilton Optimist have possession of this building.

The following personnel will be the contact people for the January 20, 1998 meeting with the Finance Committee:

Jim Dimitroff  
33 Bunkerhill Drive  
Hamilton, Ontario  
L8K 5X3  
phone (905) 561-1067

Clarence Howard  
134 Toby Crescent  
Hamilton, Ontario  
L8T 2N8  
phone (905) 575-9878

On behalf of the East Hamilton Optimist, we hope that you support us in our request for tax exemption and also in our efforts to keep the community centre open.

Sincerely,

B. Anderson  
Past President, Director

Clarence Howard  
President, East Hamilton Optimists



18 Crystal Court  
Hamilton, Ontario  
L8E 1M1

August 6, 1997

City of Hamilton  
Treasury Department  
Applications # 01362

The East Hamilton Optimists is an organization dedicated to the youth of our community, in existence in East Hamilton for twenty-six years, and have helped youth in their pursuit of skills and abilities they possess.

Our club is now leasing property at 180 Van Wagners Beach Road from the Hamilton-Wentworth Conservation Authority (see enclosed lease)

We are asking for tax relief on this property as we are totally a non-profit organization, all funds we receive through our work goes to youth programs in the Hamilton area. We have approximately sixty programs we send our youth to participate in, free of charge to them.

We are now taking on the responsibility and sponsorship of the Lakeland Community Center. They have half of our building and we pay all the expenses, including heat, electrical, water, and office equipment and some of their social programs.

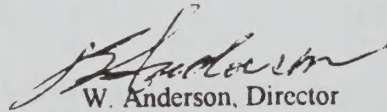
We have no problems with our commitments, but we must have tax relief on this property to maintain our total responsibilities to our youth programs and the Lakeland Community Center.

We are seeking tax exemption for the property of 180 Van Wagner's Beach Road. Our non-profit number is 274826.

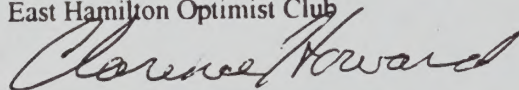
We would appreciate all correspondence and/or enquiries to be made to the attention of:

Mr. Bill Anderson  
18 Crystal Court  
Hamilton, Ontario  
L8E 1M1  
Phone number: (905) 561-8154

Yours in Optimism.



W. Anderson, Director  
and Past President,  
East Hamilton Optimist Club



S. Howard, President  
East Hamilton Optimist Club

cc: Mayor Bob Morrow  
Fred Eisenberger, Alderman, Ward 5  
Chad Collins, Alderman, Ward 5  
Dave Wilson, Alderman, Ward 4  
Geraldine Copps, Alderman, Ward 4





CITY OF  
HAMILTON

TREASURY DEPARTMENT

71 Main Street West, Hamilton, Ontario, L8N 3T4  
Tel. (905) 546-4548 / Fax (905) 546-2449

1997 September 8

Hamilton-Wentworth Region  
c/o The East Hamilton Optimist  
Club Inc.  
18 Crystal Court  
Hamilton, Ontario  
L8E 1M1

Attention: Mr. Bill Anderson

Dear Sir:

Re: 300 Van Wagners Beach Rd  
Application for Tax Exemption

Further to our telephone conversation, attached is a copy of the tax application under Section 442 of the Municipal Act submitted on behalf of The East Hamilton Optimist Club Inc. wherein a request for exempt status was requested.

Please note in the comments area wherein it is indicated that the request does not qualify under the Assessment Act for an exemption; R.S.O. 1990, Section 3. A formal notice respecting this decision will be forthcoming in due course.

I trust this is the information you require.

Yours very truly

W G Gilchrist  
Supervisor of Tax Collections





# City of HAMILTON

City Hall, 71 Main Street West, Hamilton, Ontario L8P 4V5

## NOTICE OF REDUCTION OR REFUND OF TAXE SECTION 442, MUNICIPAL ACT

HAMILTON-WENTWORTH REGION  
C/O THE EAST HAMILTON OPTIMIST  
CLUB INC  
C/O BILL ANDERSON  
18 CRYSTAL COURT  
HAMILTON, ONTARIO

L8E 1M1

"AN APPLICATION HAS BEEN MADE BY YOU, OR ON YOUR BEHALF, FOR A "REDUCTION OR REFUND OF TAXES". THIS APPLICATION HAS BEEN EVALUATED AND A RECOMMENDATION WILL BE MADE TO THE ASSESSMENT REVIEW BOARD FOR APPROVAL AS FOLLOWS:

ASSESSED ADDRESS: 300 VANWAGNERS BCH RD  
ASSESSED ROLL NO: 050 481 03180  
TAX TYPE : REALTY

APPLICATION NO: 0136  
TAXATION YEAR : 1997

REASON FOR APPLICATION: BECAME EXEMPT  
PERIOD OF ADJUSTMENT : JANUARY 01, 1997

TO DECEMBER 31, 1997

AMOUNT OF REDUCTION : \$0.00

IF YOU ARE IN AGREEMENT WITH THIS RECOMMENDATION YOU NEED TAKE NO FURTHER ACTION. YOUR TAX ACCOUNT WILL BE ADJUSTED ONCE THE TAX REDUCTION HAS BEEN APPROVED BY THE REGIONAL REGISTRAR.

HOWEVER, IF YOU DISAGREE WITH THIS RECOMMENDATION, YOU MUST APPEAL IN WRITING WITHIN 21 DAYS OF THIS NOTICE TO:

THE CITY OF HAMILTON  
C/O TREASURY DEPARTMENT  
71 MAIN STREET WEST  
HAMILTON, ONTARIO  
L8N 3T4

ATTENTION: TAX APPEALS OFFICER

A NOTICE OF HEARING WILL BE FORWARDED TO YOU BY THE ASSESSMENT REVIEW BOARD GIVING A PLACE AND TIME WHERE YOU WILL BE REQUIRED TO ATTEND, IN ORDER THAT YOUR APPEAL WILL BE HEARD.

SHOULD YOU REQUIRE ANY FURTHER INFORMATION, PLEASE CONTACT THE TAX APPEALS OFFICER AT (905) 546-2776.

J.J. SCHATZ, CITY CLERK

DATED : SEPTEMBER 21, 1997



18 Crystal Court  
Hamilton, Ontario  
L8E 1M1

October 6, 1997

City of Hamilton  
Treasury Department  
Applications # 01362

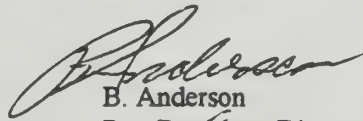
The Optimist Club of East Hamilton Inc. has received your letter of rejection to our request for Reality tax relief for the property at 180 Van Wagner's Beach Road. This facility is owned (operated) by Hamilton Wentworth Conservation Authority.


We are now appealing that decision and request our case before the Appeal Board.

Our request is based on the following reasons:

1. The organization that leased the above mentioned property prior to the Optimist Club was in excessive arrears in their taxes and they could not pay. The region forgave the amount in full.
2. The Optimist Club was under the pretense that tax relief was available (See lease clause 3b). During original negotiations prior to our accepting the lease, several politicians had indicated that reality tax relief was available.
3. The Optimist Club cannot accommodate a tax bill of \$14,000 per annum. The Optimist Club of East Hamilton will vote to vacate the leased premises at the end of our lease should Reality Tax relief not be forthcoming.
4. The Lakeland Community centre and all their affiliations having no sponsor will be forced to vacate. Grants in the amount of \$24,000 would be the minimum required to open its doors (utilities, lease and taxes) This amount exceeds the amount of tax relief requested.
5. The funds raised by the Optimist Club of Hamilton are dedicated to supporting the youth and community of Hamilton Wentworth, not government taxes.
6. The youth and the community of the City are the individuals that will lose directly should the Lakeland Community Centre cease to exist.
7. The Optimist Club feel this is a no win situation, if we vacate the property. The region receives no taxes, the community centre closes forcing the youth to look elsewhere. If reality tax relief is granted the youth will benefit. The Lakeland Community Centre remains open and will develop a stronger community relationship.

I will be unavailable the month of November. An appeal date during October or December would be appreciated.

  
B. Anderson  
Past President, Director

  
Clarence Howard  
President

cc: Mayor Bob Morrow  
Fred Eisenberger, Alderman, Ward 5  
Chad Collins, Alderman, Ward 5  
Dave Wilson, Alderman, Ward 4  
Geraldine Copps, Alderman, Ward 4



Optimist Club of East Hamilton Inc.  
180 Van Wagner's Beach Road  
Hamilton, Ontario  
L8E 3L8  
October, 1997

Mr. Joe G. Pavelka  
Chief Administrative Office

Dear Mr. Pavelka:

The Optimist Club of East Hamilton was chartered by Optimist International in 1971 and was incorporated as a Non-Profit Organization on August 13, 1973 #274826 under the laws of the Province of Ontario.

The Optimist Club of East Hamilton Inc. has been an active community oriented service club for 26 years. We have sponsored three Optimist Club conventions in the City of Hamilton in the years, 1978, 1986, and 1994. These conventions have generated a great deal of business for local merchants.

The Lakeland Community Centre is housed in the front part of the building leased by the Optimist Club of East Hamilton Inc. from the Hamilton-Wentworth Conservation Authority. The Optimist Club of East Hamilton pay all costs attributed to the property located at 180 Van Wagners Beach Road. The programmes of the Lakeland Community Centre include:

1. Court ordered community hours to be served under the guidance of the Elizabeth Fry Society, John Howard Society and St. Leonard House.
2. Ceramic Class open to all ages,
3. Meeting space for the 57th Scouting Group - Beavers, Cubs, Scouts, Venturers and Rovers,
4. Meeting hall for youth groups and the lakeland Community youth dances, and youth cartooning classes.
5. March Break Summer Camp,
6. Senior Groups - Cards, Dances, Socials,
7. Meeting hall for Alcoholics Anonymous,
8. Wood Burning programmes
9. Toy Library for Tots,
10. Mohawk College Environmental Study group.

These programmes are open to disabled persons and to all cultural groups. The responsibility for these programmes is under the direction of the Optimist Club of East Hamilton Board of Directors.

The East Hamilton Optimist Club sponsors the following programmes under guidelines issued by Optimist International:

1. Respect for Law Week
2. Youth Appreciation Week,
3. Hugh O'Brien Youth Leadership Education,
4. Drug Awareness Programmes,
5. Oratorical Contests,
6. Essay Contest, and,

Continued...



7. The Hamilton Public Library Reading Programme.

We have also co-sponsored and organized the CKOC / East Hamilton Optimist Club Christmas Miracle.

Attached are copies of pictures, for your information, to show the Appreciation Plaques and Awards to the East Hamilton Optimist Club for supporting the Community youth in various sports and other programmes. We have also received commendations for financial support for Police programmes and Youth Excellence.

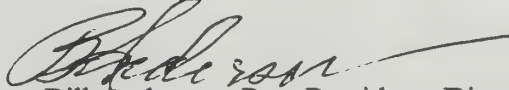
Listed below are some of the various organizations we have supported in past years:

1. Mahoney Minors Sports Association,
2. West Mountain Baseball Association,
3. Eastmount Baseball Association,
4. Bengalls Novice Lacrosse Association,
5. Hamilton Hoovers Ringette (Girls)
6. Rosedale Community Council
7. Valley Park Men's Club Stoney Creek T-Ball
8. Hamilton Duchess Ringette
9. Inch Park Minor Baseball
10. Mount Hamilton Youth Soccer
11. Parkdale Coaching Association
12. Tiger Ringettes 1988 Trip to Finland Competition,
13. Parkdale Tyke Hockey
14. PeeWee Stampeders Minor Football
15. Hamilton Hawks Girls' Hockey Association

The number of youths served to date is in excess of 18,000. Our Financial position is negative at the end of each month. Therefore, we cannot continue to support the Community Centre and the Youth of Hamilton because of the lack of funds. All our funds so far in 1996 and 1997 have been directed towards paying Realty Taxes to the City of Hamilton.

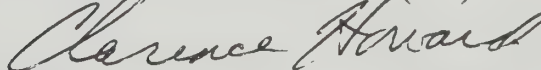
We are, therefore, requesting a tax exemption from the Region of Hamilton-Wentworth under Section 210.1 of the Municipal Act, for the property located at 180 Van Wagners Beach Road and leased by the Optimist Club of East Hamilton Inc.

Yours truly,



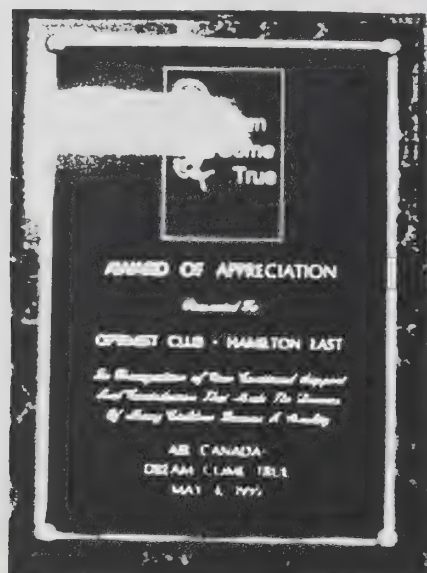
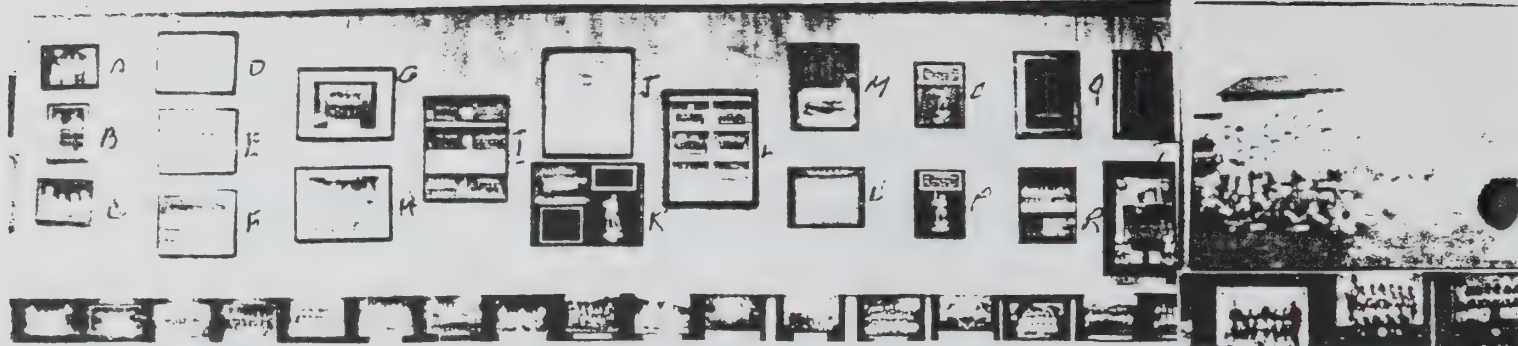
Bill Anderson, Past President, Director  
18 Crystal Court

Hamilton, Ontario L8E 1M1 (905) 561-8154

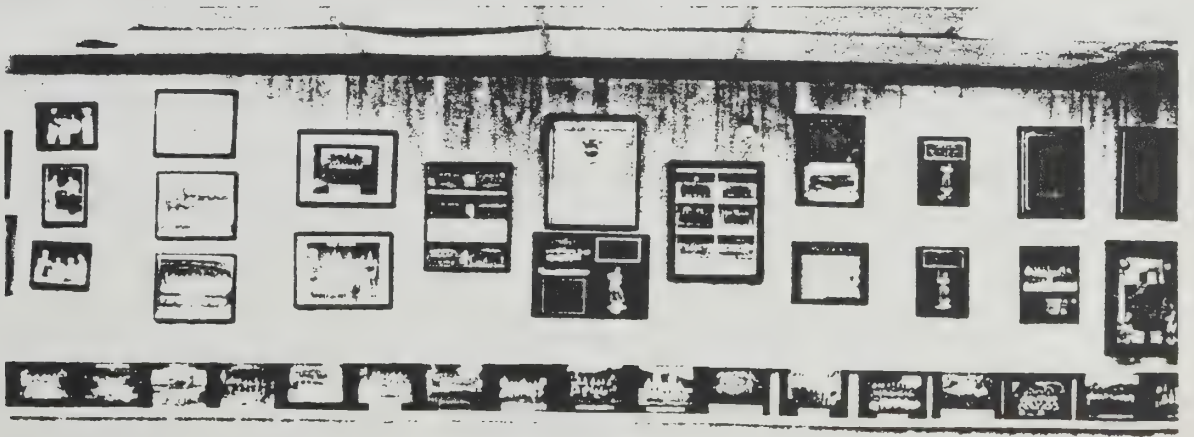
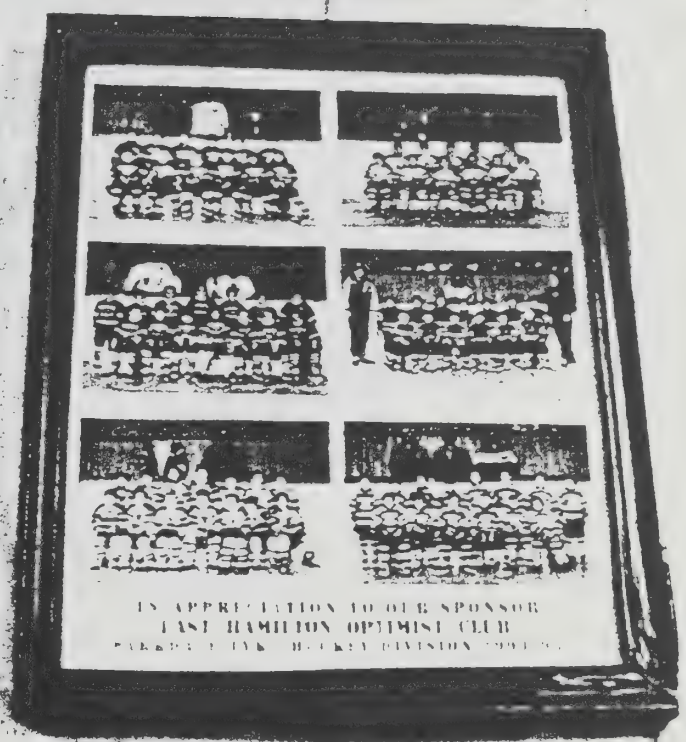
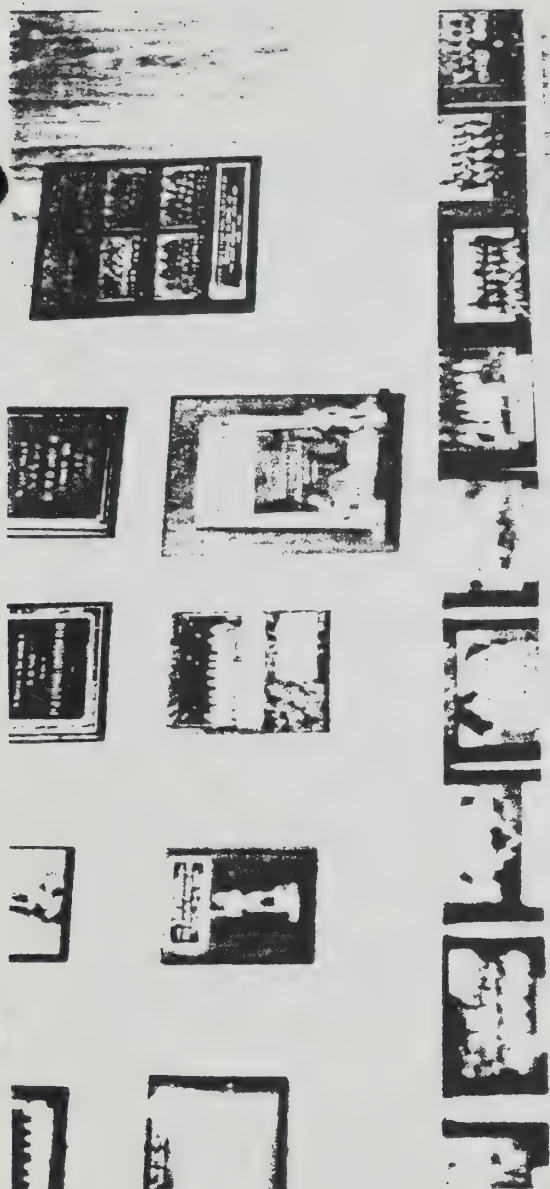


Clarence Howard, President  
134 Toby Crescent

Hamilton, Ontario L8T 2N8 (905) 575-9878











**BEACH STRIP/WOODWARD COMMUNITY COUNCIL  
180 VAN WAGNER'S BEACH ROAD  
HAMILTON, ONTARIO  
L8E 3L8  
(905)547-6999**

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To Whom It May Concern:

October 4, 1997

Dear Sir/Madam;

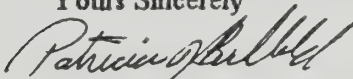
With regards to the application made by the East Hamilton Optimist for relief of the property taxes for the building known as the Lakeland Community Centre at 180 Van Wagner's Beach Road, we are in complete support.

As the alternative will bring about the destruction of programming that benefits many facets of the community, but most in particular our youth. The responsibility for these activities were handed over to the Beach Strip/Woodward Community Council, (that has a membership of 14 community groups), by the City as a cost reducing measure. The need for these services without the Community Centre would be exceptionally costly and no less demanded by the community effected.

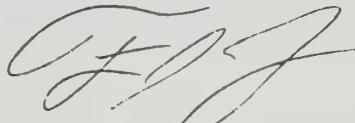
This Community Council, having existed within this community Centre, has accrued many assets which we would never be able to house without municipal assistance this would also prove costly.

We therefore humbly submit this request for your kindest consideration of the application put forward by the East Hamilton Optimist.

Yours Sincerely



Patricia Berkhold  
President  
Beach Strip/Woodward  
Community Council



Frank Ryan  
Vice-president  
Beach Strip/Woodward  
Community Council  
President  
Hamilton Beach Preservation  
Committee

LAKELAND COMMUNITY CENTRE  
180 VAN WAGNER'S BEACH ROAD  
HAMILTON, ONTARIO  
L8E 3L8  
(905)547-6999  
FAX (905)547-5602

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To Whom It May Concern:

October 4, 1997

Dear Sir/Madam;

With regards to the application made by the East Hamilton Optimist for relief of property taxes on 180 Van Wagners' Beach Road, I am in complete support.

The Community Centre has several programs running throughout the year that meet the needs of the people of Hamilton-Wentworth.

At the present time we have the following programs. Ceramics, Cross Stitch, Coffee Club, and Ball Hockey. These are attended by people solely from the Beach Strip Community. There are plans to start new programs as they are needed. The 57th Hamilton Scouting group also meets here.

I haven't even mentioned our youth group that has members from all over Hamilton-Wentworth and beyond. The youth group meets once a month and hold monthly dances. They are also welcome here any time we are open. I have had several thank us for being open this summer, as they were down here and not with their other friends who have gotten in trouble with the law.

Lakeland Community Centre also has a program for young offenders who are ordered to do community hours. In the time that we have been open we have had over one hundred youth do their hours here. This has created a great saving to the province as the youth have not been incarcerated.

I ask you to give your kindest consideration to the application put forward by the East Hamilton Optimist

Yours Sincerely



Patricia Berkhold  
Program Director  
Lakeland Community Centre



57TH HAMILTON SCOUTING GROUP  
180 VAN WAGNER'S BEACH ROAD  
HAMILTON, ONTARIO  
L8L 3L8  
PHONE: (905)547-6999  
FAX: (905) 547-5602

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October 10, 1997

To Whom It May Concern

The Optimist International supports Scouting World Wide. The East Hamilton Optimist not only sponsors the 58th Hamilton Group but they have also saved the 57th Hamilton Group by allowing them to move their meetings to Lakeland Community Centre.

Without the community Centre the 57th would have to fold due to the excessive burden the School Board had charged the groups due to the cutbacks in the Culture and Recreation department which runs many other events in the City of Hamilton.

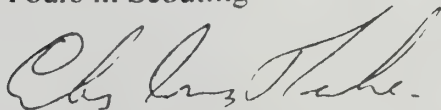
Due to the support of the Optimists in funding and support to Scouting world wide, programs such as our Group runs for the youth in our community to build a better future, physically, morally, spiritually, mentally and caring for a better future of our kids.

When the Centre ran the event Hamilton-Wentworth Cop Camp, leaders, Group Committee and Youth became involved in support of our Optimists allowing for this event to happen.

The Interaction of ALL groups that the Optimists support in our Community would have a detrimental effect if this facility should not be able to function and raise funds for the betterment of others.

Please assist the Optimist Club of East Hamilton in this venture to lower taxation of Property taxes, so their help and assistance can further the programs and support that needy responsible groups can continue in this Great Community of ours.

Yours in Scouting



Eriks Taube  
Chairman  
57th Hamilton Scouting Group

# ONTARIO SPECIAL OLYMPICS

RECOGNIZES

WITH APPRECIATION  
THE SIGNIFICANT CONTRIBUTION OF

## East Hamilton Optimist Club

*For the advancement of Sport and  
Recreation in the lives of the Mentally Retarded*



*Let me win—but if I cannot win—  
Let me be brave in the attempt...*

*/ Eva / Zull*

EXECUTIVE DIRECTOR





## City of Hamilton

### PROCLAMATION

**WHEREAS**

The East Hamilton Optimist Club is sponsoring a "Drug Addiction Awareness Program"; and

**WHEREAS**

This program is aimed at Elementary, students, Grades 4 to 8, throughout the City and endorsed by the Hamilton-Wentworth Board of Education and the Hamilton-Wentworth Roman Catholic Separate School Board; and

**WHEREAS**

We wish to educate our students about the harmful effects of drug addiction.

**NOW THEREFORE**

I, Robert M. Morrow, Mayor of the City of Hamilton, do hereby proclaim May 24th, 1987 as

**"JUST SAY NO DAY"**

in Hamilton and ask for the support of our citizens and students for this most important program.

*Robert Morrow*

Robert M. Morrow  
Mayor  
May 24th, 1987

In recognition of a valued contribution to Scouting, this

# Certificate of Appreciation

is presented to

East Hamilton Optimist Club

Date Feb. 21, 1997

Jane Heard





# A CERTIFICATE OF APPRECIATION

*The Hamilton-Wentworth Regional Police  
gratefully acknowledges*

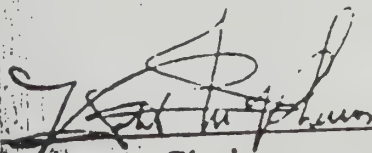
**East Hamilton Optimist**

*for valued contribution  
and participation with the  
Neighbourhood Watch Program.*

May 1993

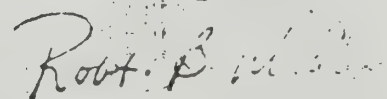
\_\_\_\_\_  
Date





Chairman  
Regional Steering  
Committee





Chief  
Hamilton-Wentworth  
Regional Police





# AWARD

to

Optimist Club Hamilton East

for their generosity  
and support  
in the growth  
and success  
of

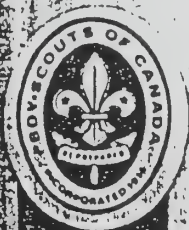
Hamilton & District  
Extend-A-Family

*August 1995*



# Boy Scouts of Canada

58th Hamilton Troop



GRATEFULLY EXPRESSES  
ITS APPRECIATION

TO East Hamilton Optimist

FOR VALUABLE ASSISTANCE  
RENDERED IN THE  
FURTHERANCE OF THE  
WORK OF THE  
BOY SCOUTS OF CANADA

*In testimony whereof we have affixed our signatures*

John Zimmerman  
Don MacLennan

September 24, 1996  
Date







Hamilton Region Conservation Authority

P42-78

October 31, 1997

Mr. Joe Pavelka  
City Clerk  
City of Hamilton  
71 Main St. W., 2nd Floor  
Hamilton, ON  
L8P 4Y5

A.  
(i)

Dear Mr. Pavelka:

**Re: Grant Request by East Hamilton Optimist Club Inc. (Optimist Club)  
re Renovations to Lakeland Community Centre**

Thank you for your letter dated October 20, 1997, in which our comments were requested on the above grant request. I am pleased to do so herewith. First of all, some background information:

- Confederation Park and its facilities are owned by the Regional Municipality of Hamilton-Wentworth (Region), and are managed on its behalf by the Hamilton Region Conservation Authority (HRCA).
- The Lakeland Complex was built in the early 1960's and, for all intents and purposes, has outlived its normal lifespan. For this reason, the HRCA has repeatedly recommended the demolition of both the pool and adjacent building. However, because of a strong local interest to maintain the pool and building for community purposes, proposals were invited from the private sector, service clubs and local community organizations to operate the facility for community use. Several organizations took on the challenge, but were forced to withdraw due to the fact that costs far outweighed revenues.
- Until recently, the building and pool were leased to a single party. In 1996, the building was separated from the pool, and two independent lease arrangements were entered into, i.e. the Lakeland buildings to the East Hamilton Optimist Club Inc. (Optimist Club) (1-year lease — termination date: March 31, 1998), and the Lakeland Pool to the Lakeland Family Recreation Centre Inc. (currently no lease in place).

.....2



- The lease with the Optimist Club stipulates that the Lakeland building is to be used as a community centre and a meeting place for the Optimist Club. Respecting its function as a community centre, the Optimist Club has entered into an agreement with a local community organization named "Lakeland Community Centre". The agreement allows the "Lakeland Community Centre" to use the building for community activities. These activities include, but are not necessarily limited to, the following:
  - Youth Appreciation Week
  - Respect for Law
  - Essay and Oratorical Contests
  - Scouting
  - Youth Sports Team Sponsorship
  - Christmas Miracle and Food Drive
  - Bicycle Safety
  - Drug Awareness Education
  - Life Skill Training Programs
  - Summer Day Camp (6 weeks)
  - March Break Camp
  - Pogo Pre-School
  - Arts & Crafts
  - In-Line Skating (all ages)
  - Ceramics
  - Cartooning
  - Teen Awareness Program
  - Gym
  - Library (Public)
  - Youth Dances
  - Seniors Group
  - Jui Jitsu
  - Environmental Group
  - Dancing
    - tap
    - ballet
  - Toy Library
  - Little Critters
  - Reading Club
- Under the lease terms, the Optimist Club is responsible for all new capital improvements, building maintenance, and all operating costs. The Optimist Club also has an obligation to pay for utilities and realty taxes, which currently amount to ± \$12,000 per year.



- The building is in dire need of major repairs; notably, the roof which, according to the Optimist Club, may cost up to \$50,000. Other urgent repairs have a cost estimate of  $\pm$  \$10,000. Apparently, the Optimist Club is not in a financial position to finance these repairs, and has therefore requested a \$100,000 grant from the City to cover these and other building improvements. The Optimist Club has also requested the Region to exempt the property from realty taxes.

As you can see, the project has had a difficult past, and it is quite apparent that the project will not survive unless outside funding is secured and realty tax exemptions are granted. From our perspective, the Lakeland Complex, i.e. building and pool, has outlived its life expectancy, and ongoing maintenance will be very costly. Therefore, the HRCA has advocated that, on the long term, the site be used for another purpose. This could either be a conversion to a landscaped open space area, or the construction of a new complex which would serve park and community needs. Having said this, we recognize the strong desire on the part of the local community to have a building they can call their own, and, although it would be our preference to start from scratch, we realize that this would, at least on the short term, remove what is considered to be an important community service.

I trust that the above information will be helpful when the grant request from the East Hamilton Optimist Club is being considered.

Yours sincerely,



B. W. Vanderbrug  
General Manager

BWV/mn

cc Susan K. Reeder, Secretary, Finance and Administration Committee

Clarence Howard, President, East Hamilton Optimist Club  
c/o 134 Toby Crescent, Hamilton, L8T 2N8







City of  
**HAMILTON**

**CHIEF ADMINISTRATIVE OFFICER**

71 Main Street West, Hamilton, Ontario, L8P 4Y5  
Tel. (905) 546-4530 / Fax (905) 546-3915

1997 October 20

Mr. Ben Vanderbrug  
General Manager  
Hamilton Region Conservation Authority  
P.O. Box 7099, 838 Mineral Springs Road  
Ancaster ON L9G 3L3

Dear Mr. Vanderbrug

The Finance and Administration Committee, at its meeting held Tuesday, 1997 October 7th, gave consideration to a possible grant for the Lakeland Community Centre to assist with building repairs.

It was decided at that time, that prior to the Committee deliberating on funding, that the Hamilton-Wentworth Regional Conservation Authority, as the owners of the lands where the Lakeland Community Centre is located, should be contacted in order to receive comments back from them on what its long term plans are for this property. As well, it was noted that those community groups presently using the Lakeland Community Centre be given an opportunity to come in and address the Finance and Administration Committee when this issue is brought back to the Committee.

In this regard, it would be most appreciated if you could provide the Finance and Administration Committee with an indication on this matter in order that possible funding for building repairs could be discussed.

Yours very truly,

J.G. Pavelka, P.Eng  
Chief Administrative Officer

SR:JGP:dd

cc Mayor Robert M. Morrow  
Alderman B. Charters, Chairman, Finance and Administration Committee  
A. Ross, Treasurer  
R. Fair, Director, Culture and Recreation Department  
Susan K. Reeder, Secretary, Finance and Administration Committee







**CITY OF HAMILTON**  
**- RECOMMENDATION -**

2.

**DATE:** 1998 January 7

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Len King, P.Eng.  
Building Commissioner

**SUBJECT:** Community Heritage Trust Fund Program  
James Street Baptist Church  
98 James Street South (98.2.4.2.1.A)

**RECOMMENDATION:**

That the request from James Street Baptist Church for a deferral on Community Heritage Trust Fund Program loan repayments for a period of one year, up to 1998 July 31 after which time the borrower will be required to resume monthly payments of \$555.13, be approved.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Principal and interest for the year amounts to \$6,661.56. Deferral for one year will result in this amount becoming due at the end of the loan term as an additional payment.

**BACKGROUND:**

Representatives from James Street Baptist Church appeared before the Finance and Administration Committee on 1997 October 7 to request forgiveness on a Heritage loan, the current balance which is \$35,192.73. The Committee referred the matter to staff for a report.

Staff met with the representatives on 1997 November 4 and based on discussions at the meeting, a one year deferral was a temporary solution with which the Church could work.

The James Street Baptist Church is a church with a history of 153 years. They have been a major contributor to the needs of the Downtown community. The church continues to struggle financially, to the extent that their indebtedness to the Canadian Imperial Bank of Commerce is almost \$1.6-million.

In 1992 July, approval was given to defer payment on the principal for a period of two years. On 1994 July 11, a further one year deferral of the loan requiring the payment of interest only in the amount of \$214.63 per month for the period of 1995 December 1 to 1997 June 1, inclusive was approved. Full payment in the amount of \$555.13 (principal and interest) was received for the month of 1997 June. However, no further payment has been received since then. On 1997 October 7 representatives of the James Street Baptist Church appeared before the Finance and Administration Committee and requested forgiveness of the loan. Staff were directed to review this matter and bring back a report. Staff met with the representatives on 1997 November 4 and as a result, the Church has requested a deferral for one year. Staff are in support of this alternative to forgiveness. The church needs some time to negotiate and resolve its difficulties with the first mortgagee, CIBC Bank, and some "breathing room" to boost church participation and consequent revenues.

MM/jp

c.c. A. Ross, Treasurer  
R. Camani, Treasury  
J. G. Pavelka, CAO  
T. Daw, Treasury



3.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

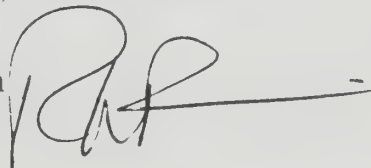
**FROM:** J. J. Schatz  
City Clerk



L. King  
Building Commissioner



R. Fair  
Director of Culture & Recreation



**SUBJECT:** Temporary Relocation of Civic Departments in order to  
Accommodate the Regional Chairman, Regional C.A.O.  
and Regional Clerk's Department at City Hall

**RECOMMENDATION:**

- (a) That as a result of City Council approval to make space available on the first floor of City Hall as of April 1998 for the Regional Chairman, Regional C.A.O. and Regional Clerk's Department, the following City Departments will be temporarily relocated as follows:
- (i) the Information Systems Department will relocate its staff (13) from the south west corridor of the first floor at City to various City/Regional locations in the downtown;
  - (ii) the Public Works and Traffic Department's First Attendance Facility will relocate its staff (13) to the space vacated by the Systems Department on the first floor of City Hall;
  - (iii) the Public Works and Traffic Department's School Crossing Guards section located on the Mezzanine Level will relocate its staff (5) members to the space vacated by the Systems Department on the first floor City Hall;

- (iv) the Building Department's Project Management and Field Services Sections will relocate its staff (5) to the Mezzanine;
  - (v) the Municipal Non-Profit and Loans Division will relocate its staff (6) to 25 Main Street West, 15th Floor with rent being paid from the operations budget of the Municipal Non-Profit Housing Corporation;
  - (vi) the City Clerk's Department's Real Estate Division will relocate its staff (11) to the third floor of Hamilton Place with no rent payable;
  - (vii) the Culture & Recreation Department will relocate one staff to the fifth floor; and,
- (b) That the City set aside a sum up to \$40,000 in order to cover the costs of demolishing the demising walls for the Region's space on the first floor of City Hall; and,
  - (c) That the City Treasurer recommend the method of funding to cover the \$120,000 in estimated costs made up of \$40,000 to cover costs of demolishing the demising walls and \$80,000 to cover the costs of relocating the aforesaid departments; and,

#### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The attached spreadsheet provides a detailed costing with the move estimated to be \$80,000 and the costs to prepare the first floor for occupancy being \$40,000. The initial \$120,000 cost to relocate the Civic Departments and demolition required by the Region may be partially offset by the estimated rent of \$84,000 (annualized) from the Region for the first year of their lease. It is understood that these departments being relocated will remain at their new location for a one year period until such time as City Council has reviewed restructuring plans for the City/Region administration.

#### **BACKGROUND:**

In view of the Region moving to the first floor of City Hall various City Departments will require to be relocated.

The City Accommodation Team made up by J. Schatz (City Clerk's Department), L. King (Building Department) and R. Fair (Culture & Recreation Department) considered six options in order to accommodate those departments affected. The Sixth Option was supported and forms the recommendation before you for consideration. The following spread sheet provides the breakdown of the costs for the relocations. The relocation of departments will be divided into two types of moves, internal (City Hall) and external (25 Main Street West and Hamilton Place). Each move will be phased with the crucial move being the Systems Department which plans to move six staff members to the Ellen Fairclough Building (119 King Street West), four staff members to 25 Main Street West (Human Resources Department), 3 staff members to seventh floor City Hall (Planning Department), 2 staff members relocated on first floor City Hall and one staff member relocated to Central Garage.



In order to accommodate the April move-in date by the Region, the first floor needs to be vacant as soon as possible. Our target date is 1998 February 1.

In addition to the above-noted cost, the Region has requested that the City provide totally undemised space on the first floor at the City's expense. The work is estimated to cost approximately \$40,000.

*mcjw* MCJW/hew

- c.c. Alderman B. Charters, Chairman, Finance Committee
- J. G. Pavelka, P.Eng., Chief Administrative Officer
- D. Lobo, Commissioner, Department of Public Works & Traffic
- Allan C. Ross, Treasurer, Treasury Department
- P. Noé Johnson, City Solicitor, Law Department
- J. G. Hindson, P.Eng., Director of Information Systems, Information Systems

# Cost Breakdown

Department	Estimated Fax, Copier, Phone & Computer Hookup Costs				Total	Efficiencies/Inefficiencies.
	Estimated Moving Costs	Estimated Construction Costs	Estimated Fax, Copier, Phone & Computer Hookup Costs	Estimated Fax, Copier, Phone & Computer Hookup Costs		
<b>Information Systems</b>						
Traffic - First Attendance - 1st Floor	see total below	\$ 4,000.00	\$ 3,700.00			Staff will be divided up into four locations, some inefficiencies, however offset by e-mail/network and better client service.
Traffic - School Crossing - Mezzanine	see total below	\$ 15,880.00	\$ 1,000.00			More space and consolidation provides for improved operations.
<b>Building Department Project Management</b>						
	see total below	\$ 5,000.00	\$ 1,200.00			Inferior space due to equipment requirements and disruption caused by access to roof and surfacing of H-VAC system by Property Maintenance
<b>Non-Profit and Loans Division</b>						
	see total below	\$ 2,000.00	\$ 2,550.00			Some inefficiencies due to distance from City Hall however staff will endeavor to minimize through e-mail/network.
<b>Real Estate Division</b>						
	see total below	\$ 14,000.00	\$ 4,086.00			Some inefficiencies due to distance from City Hall however staff will endeavor to minimize through e-mail/network.
<b>Culture &amp; Recreation</b>						
	see total below	\$ 500.00	\$ 1,650.00			More efficient as staff are closer to their main department.
<b>Sub Total</b>	\$ 13,500.00	\$ 41,380.00	\$ 14,186.00		\$ 69,066.00	
<b>Contingency Cost (15%)</b>					\$ 10,359.90	
<b>Total Cost of City Move</b>					\$ 79,425.90	
The cost for the removal of the demising walls in order to accommodate the Region relocating to City Hall						
<b>Grand Total</b>					\$ 119,425.90	



4 (c.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January, 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

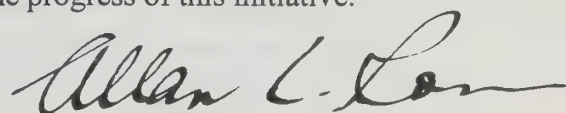
**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financial Shared Services Proposal - Update

**RECOMMENDATION:**

- a) That the City Treasurer be authorized and directed to finalize an agreement, for the provision of Financial Shared Services to the Region, in a form satisfactory to the City Solicitor, based upon the City's original proposal as amended by this report.
- b) That the City Treasurer report back to the Finance & Administration Committee, no later than the second scheduled meeting in February 1998 on the progress of this initiative.

**BACKGROUND:**



In June 1997 City Council approved the following:

“ That the Treasurer present the City's Financial Shared Services Proposal to the Region of Hamilton-Wentworth.

In October 1997 Regional Council approved the following:

- (a) That the Regional Chief Administrative Officer be authorized and directed to negotiate a draft agreement for the provision of Financial Shared Services, such draft agreement to be brought back to the Administrative Services Committee for review, in a form satisfactory to the Commissioner of Legal Services:
- (b) That the terms of the agreement be subject to the following conditions:
  - (i) The performance standards be generally no less than the Region has currently in place
  - (ii) That redundant union staff be given layoff notices and allowed to exercise their

bumping rights.

- (iii) That filling of non-union positions created in the shared services unit be restricted to non-union personnel at either the Region or City in the areas being combined.
  - (iv) That severance packages be negotiated with redundant non-union staff.
  - (v) That the activity volumes, in Accounts Payable, Payroll, Pensions, Purchasing, Accounting and Receivables, used to determine cost sharing between the city and Region be based on 1997 actual volumes for the first year of the agreement.
  - (vi) That future proposed changes to the financial and administrative systems currently in use be mutually agreed to prior to implementation: and, that the allocation costs and subsequent savings of these changes must also be determined and agreed in advance.
  - (vii) That the City will not unduly withhold its agreement for changes proposed by the Region if withholding consent would cause the Region to incur extra costs or to forego savings.
  - (viii) That the agreement include typical client/supplier penalty clauses for non-compliance with specified performance standards acceptable to the Acting Treasurer and Commissioner of Finance.
- (c) That all costs of implementing the proposal be identified and a cost/benefit analysis be conducted for review by Committee and Council.”

#### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Savings previously estimated at \$650,000 from budgeted 1996 levels. Savings and their distribution between the City and the Region are now subject to adjustment based upon staff/cost reductions already enacted in the 1997 budget and the 1997 transaction volumes.

#### **Discussion**

Since the City proposal was made last June 1997 and Regional Council direction in October 1997, Treasury staff have met with Finance Staff at the Region to discuss outstanding issues between what the City originally proposed and what Regional Council approved above. The following provides a summary of each:

- (a) **Performance Standards** – The performance standards outlined in the original City proposal were prefaced with the term “no less than” which described the worst case scenario. There was no intention that in any situation there be a lower standard than already exists at the Region. The City was concerned that during the transition period, of



no less than 6 months and no more than 1 year, some slippage in proposed service levels may occur. The Region has acknowledged this, and it is proposed that after the transition period, the City would be accountable for meeting the Performance Standard.

- (b) **Redundant Union staff be given layoff notices** – At this time it is projected that there is only one redundant union staff (reduced transaction volumes may require further reductions in future). The City proposal recommended that this position be eliminated via attrition while the Region recommended the employee be given layoff notice and exercise their union bumping rights. Given the complexity of the required staff adjustments, it is proposed that all unionized staff be retained until at least July 1998. At that time, we expect to have a much better understanding of redundancies among the union staff, and any necessary layoff notices can be issued at that time.
- (c) **Non-union positions be restricted to non-union staff in affected areas** - The City proposal recommended that all non-union positions be open to any staff within Regional Finance and City Treasury. The Region wishes to restrict the selection from within staff in the shared service areas. City staff feels that it is critical that all staff in the current two departments be give an opportunity to apply for these newly created positions. It is therefore recommended that the City position be maintained.
- (d) **Severance packages be negotiated with non-union displaced staff** - The City has a documented need, over a period of time for additional staff. City Council has approved a temporary position for a Senior Financial Analyst for a period of 3 months to two years for the selection and subsequent implementation of a new Financial System. A City non-union staff member is also presently seconded to the Board of Education. The Region recommended severance packages. The recommended resolution of this issue is that the City agrees that if a Regional Staff member is declared redundant then the Region severance policy will apply. If it is a City staff then the City will deal with the situation through attrition or whatever other City policies/practices may be available. Costs to the Region in such circumstances will not exceed severance costs levels. The City will also consider Regional staff for temporary assignment in which situation the Region will pay the City the appropriate percentage of the severance cost of the negotiated settlement.
- (e) **Activity volumes be updated to reflect 1997 volumes** – The Region volumes have gone down in 1997 over 1996. These have resulted from the Hamilton Airport privatization and other changes implemented since 1996. In some situations the Region had made corresponding staffing adjustments and as such the shared services budget was adjusted downward. The current extraction, run on the same day, shows reductions in volumes at both the City and Region. It was agreed that 1997 volumes be used for both the City and Region. Initial results show that further staffing reductions may be required to compensate for the volume reductions. It is agreed that this issue will be closely monitored in the first year.
- (f) **That future changes be agreed upon and costs and savings allocated before proceeding** – The City does not wish to be in a situation where any and all efficiency changes recommended by staff will have to be approved by the Region. If the City is to

improve on the existing service levels it must have the ability to make changes to processes as they arise. On the other hand we recognise that major changes that may reduce costs but may also reduce service levels must be discussed and approved by the Region. It is recommended that the agreement reflect this.

- (g) **City will not unduly withhold its agreement for changes requested by the Region if they result in higher costs to the Region or to forgo savings** – The City proposal recommended a dispute resolution mechanism as part of the agreement. The Region has agreed to this but is recommending that final recourse be an arbitrator rather than Regional/City Council. It is recommended that the City position be maintained.
- (h) **Penalty clauses** – The City position is that since this was not a typical client/supplier arrangement, any disputes should be resolved via the dispute resolution mechanism. The Region is of the opinion that penalty clauses are required and were recommended by the Price Waterhouse consultants. City staff are willing to accept either position. Assuming the Committee agrees with the Regional Council position, a penalty clause will be inserted in the agreement.
- (i) **Process to hire Shared Services non-union staff** – The City position is that similar to other joint City/Region Departments, the individual who will be held accountable for the required performance standards must make the final decision in the hiring of the staff who will have the responsibility of providing the service. The Regional position is that they be part of the hiring process and the final decision on hiring the Supervisors. It is recommended that the City position be maintained, but that Human Resources and Regional Finance senior staff be invited to participate in interviews and have an advisory role in the selection process
- (j) **Cost/Benefit analysis** – The City staff position is that the original Price Waterhouse study provided the cost/benefit analysis for which Regional Council made the Decision to have the City prepare a proposal. Final costs and savings can only be determined once all the shared services units are staffed and final location determined. Timing does not allow a full cost/benefit analysis to take place. In the worst case scenario, moving and other costs (exclusive of severance) will be in the range of \$50,000 to \$100,000. These costs will vary depend on the location where the units may reside and the extent to which telephone and computer connections will change.

The proposals within this report have been discussed with the Acting Regional Treasurer, who has informally advised us that he is in agreement with the proposal, pending resolution of item (h)



**Next Steps - If this proposal is endorsed at both the City and Regional levels, the next steps towards implementation will be as follows:**

1. **Discuss with Unions** – Commence discussion with the two Local 167 unions with respect to transfer of staff from the Regional Local to the City Local 167. The process as approved requires that no union positions in the new Shared Services unit will be posted unless there is a vacancy and then competition will be restricted to those employees from within the City and Regional Shared Services units. Agreement must be attained to waive the posting and “bumping” policy of the Local 167.
2. **Decide location** – The original Shared Services Study that was completed by Price Waterhouse consultants assumed that the new unit would be located in City Hall. Although this would be staff’s preferred position it may not be feasible. Certain functions in the shared services units may require they remain at City Hall while others may be operated from other locations. City and Regional staff need to review this and decide which is the best alternative for both organizations.
3. **Develop Job Descriptions for any new positions** – All the non-union positions in the Shared Services units are new and must therefore be rewritten and rated for the new responsibilities. Union responsibilities will not change until new processes are reviewed and, if required, changed. It is not known at this time what, if any financial impact may result from this. It is likely that some positions may be upgraded while others are downgraded. Process changes may also result in less staff being required in the future. The final outcome will not be fully completed until the end of the first year.
4. **Post and fill positions** – The 4 new Supervisor positions are expected to play a key role in the implementation of the Shared Services unit. It is therefore critical that these positions be posted and filled as soon as possible. It has been agreed that senior staff from the Region and Human Resources will provide an advisory role in the selection of these key positions.
5. **Timing** – At this time, City Treasury and the Regional Finance staff are heavily involved in Year-end, budgets and selection of a new Financial System. Some work can be started immediately after approval by both City and Regional Councils. However, it is not expected that substantive implementation can be in place before April 1998. On that basis we expect July 1, 1998 to be a reasonable date for the new Shared Services unit to be functional.

Cc: J. Pavelka, Chief Administrative Officer  
P. Noé Johnson, City Solicitor





**CITY OF HAMILTON  
- RECOMMENDATION -**

5. (a.)

**DATE:** 1998 January 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing the cost of Compensation for Management and  
Non-Union Groups

**RECOMMENDATION:**

That the costs of the 1997 Non-union compensation adjustments in the amount of \$141,200 be financed from the Reserve for Tax Stabilization.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The estimated retro-active 1997 salary cost is \$141,200. It is not clear at this time whether sufficient surplus funds are available within the 1997 Current Budget to fund these costs. There are sufficient funds within the identified reserve account, hence the recommendation. In keeping with the practice for other Tax Stabilization Reserve draws, it is proposed that this transfer not take place if there is sufficient 1997 Current Budget surplus to offset the additional costs.

In 1998, the appropriate adjustments will be made to the various departmental compensation accounts as part of the 1998 maintenance budget preparations.

**BACKGROUND:**

City Council at its meeting December 11, 1997 approved section 4 of the First Report of the Finance and Administration Committee, thereby approving a salary increase for the Non-union group. This report responds to sub-section (d) which required a recommendation for the method of financing.

c.c. J.G. Pavelka, C.A.O.  
Members of the Corporate Management Team

## REPORT OF THE FINANCE AND ADMINISTRATION COMMITTEE

4. (a) That the moratorium on non-union salary increases endorsed by City Council effective 1993 January 1, be lifted; and,
- (b) That a 3.5% salary increase be implemented effective 1997 July 1, for non-union classifications "L" to "Q" to reduce compression, and to retain equity, with equivalent unionized positions; and,
- (c) That a 1.5% salary increase be implemented effective 1997 July 1, for non-union classifications "A" to "K"; and,
- (d) That the City Treasurer recommend a method of financing recommendations (b) through (c); and,
- (e) That the reduced benefit plan, providing for medical, dental, group life, vision, and early retirement benefits, negotiated with C.U.P.E. Local 167, replace the current non union benefit plan, effective with Council approval, for all non union employees and elected officials eligible for benefit coverage; and,
- (f) That the Commissioner of Human Resources prepare a report for the Finance and Administration Committee detailing the cost of replacing the current Management Job Evaluation Plan with one which more properly reflects the City's current needs.

5. (b)

**CITY OF HAMILTON  
- RECOMMENDATION -**

**DATE:** 1998 January 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing contribution to the Parks and Recreation  
Ontario 1998 Education Forum - Sponsorship of  
Conference to be held in Hamilton, 1998 April 26 - 29

**RECOMMENDATION:**

That the contribution in the amount of \$10,000 to assist in defraying the costs of the Parks and Recreation Ontario 1998 Educational Forum conference to be held in Hamilton April 26 -29, 1998, be financed from the Hosting of Conferences with Municipal Subject Content Account Ch 55307 80040.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The proposed 1998 budget for the above noted account is \$20,000, and consistent with the level of funding for this account in recent years. To date, the recommended contribution is the only draw on the account, and any surplus funds are used to finance the Reserve for Hosting of Conferences with Municipal Subject Content.

If during the 1998 budget deliberations the appropriation for the above noted account is reduced to less than \$10,000, then there are sufficient funds within the Reserve for Hosting of Conferences account to offset any deficiencies.

**BACKGROUND:**

Parks and Recreation Committee at their meeting 1998 January 20, will be considering a report from the Department of Culture and Recreation requesting a City of Hamilton contribution to assist in defraying the costs of this conference. The report indicated that there will be over 500 delegates expected to attend this conference.

If the Parks and Recreation Committee agree to this contribution, then there are budgeted funds within the Hosting of Conferences with Municipal Subject Content account, which is the appropriate account for this type of event and contribution.

c.c. Ross Fair, Director of Culture and Recreation  
Kevin Christenson, Secretary, Parks & Recreation Committee





5. (c.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing of Huntington Park Recreation/Retrofit Account  
Centre No. CF 709141016

**RECOMMENDATION:**

- (a) That the total project for Huntington Park Renovation/Retrofit as revised by City Council on 1993 April 13 (8th Report of the Finance and Administration Committee) now be revised again from \$3,385,000. to \$3,415,840. by \$30,840.; and,
- (b) That the above net additional cost of \$30,840. be financed from the Reserve for Capital Projects, Account Centre No. CH 00203; and,
- (c) That the City Solicitor be authorized to revise the appropriate City By-Law No. 93-126 dated 1993 May 25 (previous OMB order No. E910675 dated July 11, 1991 and City By-Law No. 91-148 dated 1991 July 30) accordingly.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

As above.

**BACKGROUND:**

The details of the project cost are outlined in the letter of 1998 January 14, from Mr. R.L. Fair, Director, Culture and Recreation.

NRA:jc

c.c. P. Noé Johnson, City Solicitor, Attention: L. Farr  
R. Fair, Director of Culture & Recreation, Attention: Stephen Chang





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

6. (a.)

**DATE:** 1998 January 14

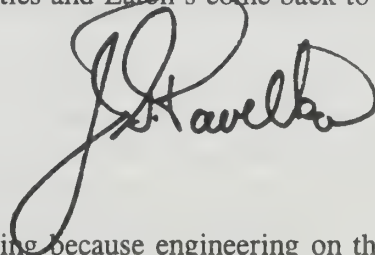
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. G. Pavelka, P.Eng.  
Chief Administrative Officer

**SUBJECT:** Pedestrian Connection Between Farmer's Market & Eaton's

**RECOMMENDATION:**

- (a) That the City temporarily suspend any further work on the originally contemplated pedestrian connection between the Farmer's Market and Eaton's until Yale Properties and Eaton's along with the City of Hamilton conclude the optimum way of making the connection; and,
- (b) That the results of these discussions with Yale Properties and Eaton's come back to the Finance and Administration Committee for review.



**FINANCIAL:**

There will be no cost consequences with respect to engineering because engineering on the originally contemplated connection will cease with this direction.

The Chief Administrative Officer, City Clerk and Building Commissioner will continue to meet with Yale Properties and Eaton's management to determine the optimum means to pursue making the connection.

**BACKGROUND:**

City Council at their meeting of Tuesday, 1997 August 12, approved the following:

- 2. (a) That City Council acknowledge Eaton's initiatives respecting the remerchandising of it's Hamilton Downtown store; and,
- (b) That the City, as the owner of the Hamilton Farmer's Market building and MacNab Street Truck Tunnel, undertake to construct a barrier free pedestrian walkway to connect the Farmer's Market building with the second level of the Eaton's building with a view to encourage and increase pedestrian traffic flow among the Farmer's Market, Eaton's, Jackson Square and the downtown area, at an estimated cost of \$355,000, on the understanding that Eaton's will bear the expenses of the project for costs attributable to Eaton's site and its building,
- (c) That negotiations continue among Eaton's, Jackson Square and the City of Hamilton to open up an entrance from the Lloyd D. Jackson Square Food Court in lieu of the bridge.

## DISCUSSION:

Since that point in time the Chief Administrative Officer, the City Clerk and the Building Commissioner have had two meetings with representatives of Yale Properties as well as Eaton's. As was directed by Part (c) of the above recommendation, the City has been looking at various alternatives to the bridge across the truck tunnel from the Farmer's Market.

The three options that are under consideration are outlined on the attached plan.

Option #1 is the connection between the Farmer's Market and Level 1 of the Eaton Store. This would involve eliminating one of the stalls and would also involve going across the truck tunnel and then parallel to the Eaton's building to accommodate the ramp and into Eaton's on the ground floor in the vicinity of the current luggage department. The disadvantages of this particular option is that we would lose revenue from one stall at the market. Secondly, the market is not open the same hours as Jackson Square or the Eaton Centre. Thirdly the area just below the food court where the Farmer's Market enters into Jackson Square is a very congested area and this particular proposal would increase congestion.

Option #2 would provide access from the upper level of the food court into the second floor of Eaton's, which may also involve a ramp because of the differences in grade and would generate a lot of traffic through the food court which is also a congested area and would not work well with the existing food court and would require changing the existing layout and affecting existing tenants.

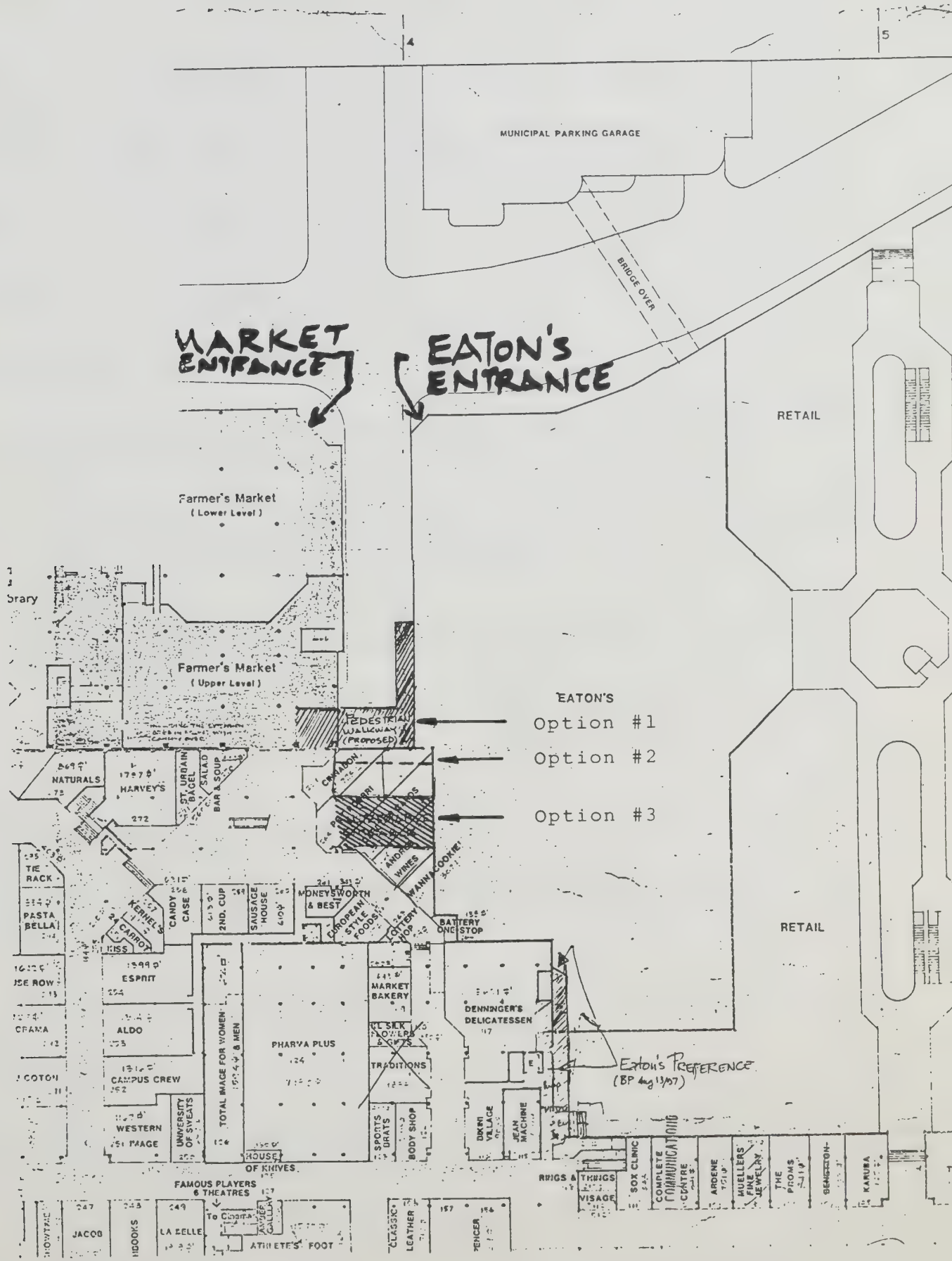
Option #3 the one that seems to be preferable at this point is to relocate the food court from Jackson Square south and west of its current location into one of the north south existing corridors in Jackson Square and to have the connection between Eaton's and Jackson Square go through the area that is currently occupied by Potpourri and adjacent to what used to be Cinnabun. This proposal is much better from a traffic prospective and would probably be more convenient for the customers of both Jackson Square and Eaton's who would enter into Eaton's store in the vicinity of their mens clothing (ie: the area of the running shoes display). This particular proposal would mean Jackson Square would be investing substantial monies in improving their food court and hopefully making the entire Eaton's Centre, Jackson Square more marketable.

The City has held off issuing a RFP for the actual design and construction of Option #1 until Options #2 and #3 are reviewed sufficiently to ensure that the solution agreed upon meets all the requirements of all three affected parties and gets the best value for money from the prospective of all three participants.

The City is continuing to negotiate with representatives of Eaton's and Jackson Square to come to a suitable solution.

JGP:LK:dd  
Attach

c.c. J. J. Schatz, City Clerk  
L. King, Building Commissioner







6. (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 14

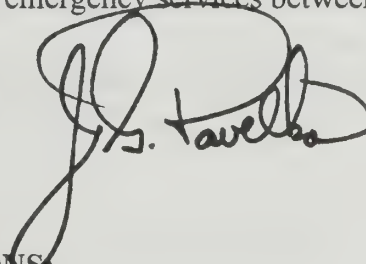
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J.G. Pavelka, P. Eng.  
Chief Administrative Officer

**SUBJECT:** 1998 Closure of City Hall  
Between Christmas Day and New Year's

**RECOMMENDATION:**

- (a) That approval be granted for Monday, December 28, 1998 to be designated the Statutory Holiday because Boxing Day falls on a Saturday; and,
- (b) That City Hall services along with some of the other municipal facilities and services except emergency services (fire, snow clearing, dispatch) not be provided between Christmas Day and New Year's Day on December 29, 30 and 31, 1998; and,
- (c) That the Region of Hamilton-Wentworth be requested to similarly declare December 28, 1998 a Statutory Holiday and to provide only emergency services between Christmas Day and New Year's Day.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Designating December 28, 1998 as the Statutory Holiday permits staff to be off from work from December 25, 1998 until January 04, 1999 by utilizing only three vacation days for December 29, 30 and 31, 1998.

As only emergency services would be provided some staff will take these three days off as unpaid.

**BACKGROUND:**

Because December 26, 1998, Boxing Day falls on a Saturday, City Council is to decide on an alternative day to be taken as the Statutory Holiday.

**DISCUSSION:**

City Hall services and the majority of other municipal facilities and services have not been provided between Christmas Day and New Year's for the past few years.

Due to the number of Statutory Holidays during this season and the lack of activity due to a great number of other organizations and companies that close down between Christmas Day and New Year's, this is also a good time for the City to maintain only emergency services.

A significant majority of staff appreciate the opportunity of being off and/or on vacation while City services are not being provided. This way staff do not worry about issues that may come up while they are away and services continue in their absence.

It is also our understanding that staff at the Region of Hamilton-Wentworth will similarly be recommending that Monday, December 28, 1998 be considered as the Statutory Holiday.

If this recommendation meets with Council's approval, the advertising normally undertaken for the Christmas Day/New Year's closure advertising the Statutory Holidays will also include Monday, December 28, 1998.

JGP:dd

c.c. J. J. Schatz, City Clerk  
J. Johnston, Commissioner of Human Resources



6. (c.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

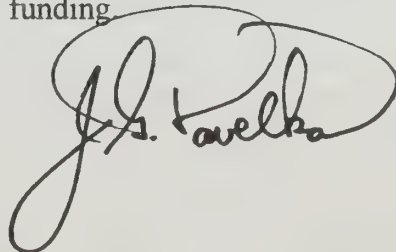
**FROM:** J.G. Pavelka, P.Eng.  
Chief Administrative Officer

**SUBJECT:** City of Hamilton Response to Areas of Eastern Ontario and Quebec

**RECOMMENDATION:**

That the following recommendation, approved via a poll conducted on Tuesday, 1998 January 13th and unanimously approved, be ratified:

- (a) That in response to requests for assistance from Eastern Ontario and areas of Quebec Province as a result of severe weather conditions, that the following be provided:
  - (i) Generators to be operated by trained personnel in Perth, Ontario
  - (ii) Two City Forestry crews (10 men), along with trucks and forestry equipment, for a minimum of 5 days for the purpose of cleaning up the debris of branches and trees in Lanark-Highland Township, Ontario
- (b) Supply of fire wood from City forestry operations, with delivery supplied by others at no cost to the City.
- (c) That funding for this assistance be provided to an upset limit of \$50,000.; and,
- (d) That the Treasurer recommend the method of funding.



## **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Funding to be provided to an upset limit of \$50,000 for costs for labour, equipment and materials that would normally not be incurred because staff are travelling to the Township of Lanark-Highland. Consequently any overtime incurred during this assistance would be charged to the additional funding, but regular time should be charged to the normal forestry activity and fleet services accounts. The host area will provide both food and accommodation. Philip Services has committed to provide tractor trailer units for several round trips to areas of Quebec Province and Eastern Ontario where local sources of fire wood are now nearing depletion.

## **BACKGROUND:**

In response to requests for assistance from Eastern Ontario and Province of Quebec communities combatting the severe weather conditions, a poll on the above-noted resolution was conducted by the Committee Secretary on Tuesday, 1998 January 13th and unanimously approved. Approval of this recommendation will ratify this poll.

The community of Perth, Ontario requested as many generators as possible, preferably smaller generators, 3-5 kw, as the City can deliver. They have firefighters and other personnel who are trained and equipped to operate and maintain the generators. The roads into Perth are presently clear.

The community of Lanark-Highland Township is asking for forestry personnel, along with trucks and forestry equipment - chain saws, etc. - for a minimum of 5 days. They will be working on the clean up of the debris of branches and trees. The local authorities will provide food and accommodation.

Further, information is being received daily on other needs, particularly in rural areas of Quebec and Eastern Ontario. Firewood from local sources is being depleted very quickly and dry ready-to-burn fire logs are in demand. In this regard, our Department of Public Works and Traffic has a stockpile of logs originating from normal forestry operations and storm damage events. In order to move this material from our Upper Ottawa Street Forestry yard to storm damaged areas, Philip Services was contacted and they quickly volunteered equipment and manpower to assist in loading and delivery. Volunteer staff at destination locations are equipped to cut and split logs into stove and fireplace lengths.

It is anticipated that provision of this assistance will be approximately \$50,000. for the costs of overtime labour, truck, equipment and travel. A full accounting of all costs incurred, within this upset limit, will be presented at the end of the assistance program.

JGP:BC:jh

c.c. D. Lobo, Commissioner of Public Works and Traffic

c.c. A. Ross, Treasurer

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

6. (a.)  
(i)

**DATE:** 1998 January 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing of City of Hamilton response to requests for  
assistance from Eastern Ontario communities combatting the  
effects of severe weather conditions

**RECOMMENDATION:**

That the additional cost for assistance for Eastern Ontario as a result of severe weather conditions in an amount not to exceed \$50,000. be financed from the Reserve for Contingency, Account Centre No. CH 00115.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

As above.

**BACKGROUND:**

The details of the program are outlined in the letter of 1998 January 14, from Mr. J. Pavelka, Chief Administrative Officer.

NRA:jc





7. (a.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mark Mascarenhas,  
General Manager, Housing & Loans  
Interim Downtown Coordinator

**SUBJECT:** Gianni Longo Downtown Vision Workshop

**RECOMMENDATION:**

That the original approved budget allocation from the Downtown Partnership Account for the Downtown Vision Workshop to be conducted by Mr. Gianni Longo of American Communities Partnership be increased from \$10,000 to \$35,000.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

There is adequate funding currently available in the Downtown Partnership Account jointly funded by the City and Region to accommodate the increased budget which is an upset amount. In the absence of a Partnership Board at this time, approval is being sought from the Finance and Administration Committee for this increased allocation.

**BACKGROUND:**

At its meeting of August 26, 1997, Council approved the retention of Mr. Gianni Longo of American Communities Partnership to conduct a Downtown Vision Workshop. An amount of \$10,000 was approved for the consulting services on top of which there would be expenses associated with travel, accommodation, and meals. It was anticipated that this would involve six days of time. (Appendix B)

Since then, Mr. Gianni Longo has conducted a number of necessary pre-workshop fact-finding, consensus building, and workshop preparation meetings with stakeholders, staff, and elected officials. Based on the feedback of these meetings, the concept of the workshop and scope of work has had to expand beyond that originally envisaged.

American Communities Partnership has quoted their increased fee for this in the attached. (Appendix A) Their disbursements, which were not included in the original \$10,000 allocation, plus other costs to be borne by the City, such as rentals, publicity, food, and facilitators from the Social Planning and Research Council, also require that the allocation be increased. Due to the exchange rate for U.S. dollars, an additional 46 per cent is incurred in Canadian dollars.

A draft of the public meeting and workshop agenda is attached. The Workshop was originally planned for the 16th and 17th of January 1998, but because of the increased budget required had to be put on hold. Subject to budgetary approval, the workshop can be held February 27 and 28th, 1998.

Staff believe that the public meeting and workshop are of strategic value to the downtown, and recommend approval of the budget increase to bring this project to fruition.

MM/jp

Attachments



## American Communities Partnership

530 West 25th Street, New York, NY 10001

St. Cloud, Minnesota, January 13, 1998

TO: Mark Mascarenhas  
FROM: Gianni Longo  
Via Fax: 1 905 546 2762

Dear Mark,

I did not have with me a copy of the letter I had sent last week to Joe Pavelka, so I have rewritten it.

The letter covers two areas. It provides a description of the role of the Downtown Partnership and its proposed board. It also provides a revised scope of work and budget for developing the Downtown Vision Workshop.

About the Partnership and its Board.

The Partnership should be an independent institution funded jointly by the public and private sectors. It could be a 50/50 private/public funding; or it could be a 30/30/30 private/City/Region funding.

The operating budget for the Partnership should be guaranteed for a period of five years. Five years will allow enough time for the policies of the Board to take hold. Any shorter funding cycle would send a message that the Partnership does not have the full support and confidence of the public and private sectors in the community. The operating budget could be adjusted on a yearly base upon review of the Partnership programs.

The main areas of activity for the Partnership should be described and agreed upon at the Downtown Vision Workshop. I believe that without that consensus the Partnership's activities will not receive the support of critical stakeholders. Personally, I also believe that the Partnership's main roles should be to promote Downtown and to attract developments there.

The Partnership should be controlled by a Board that reflects the private/public funding and the percentages of the funding. It could be an 11-member body, for example, that includes: the Mayor, the Regional Chair, the two (City and Region) CFO's, a representative from City and Regional Council and 5 representatives from the private sector. These should

include both business and institutional leaders. The Chair of the Partnership should be held by a private sector member. This will send the message that the initiative has the full support of the private sector and that it is not just another initiative of the public sector.

The next step in this process is to contact the selected Board members and secure their agreement. We should do this before the Workshop. Those who will agree to serve should consider participating to the Workshop, which could be considered their first board meeting.

The Board would set policies for the Partnership. The day to day operations would be left to the Downtown coordinator and its staff. In preparation for the workshop we should identify one or two successful models of this kind of downtown partnership. One model could be the River Valley Partners in Chattanooga. We should find a Canadian model as well.

The search for the Downtown Coordinator should be national. The Board could appoint a Search committee to accomplish the task. Again, a detailed job description for the coordinator should emerge at the Vision Workshop.

#### **Changes to scope of work and budget.**

The change of dates for the Downtown Vision Workshop and the two November meetings, not included in the original scope of work, require the following revisions to the American Communities Partnership agreement and budget. To complete the program we need the following:

1. One site visit for meeting logistics and facilitator training. Estimated time: 1.5 days @ US \$ 1,000.00	\$ 1,500.00
2. Program development, facilitator instruction and program material editing and finalizing. Estimated time: 1.5 Days @ \$ 1,000.00 and 1 Day @ \$ 800.00	\$ 2,300.00
3. Workshop facilitation . Estimated time: 2 Days @ \$ 1,000.00 and 2 Days @ \$ 800.00	\$ 3,600.00
4. Summary report and Workshop follow up. Estimated time: .5 Day @ \$ 1,000.00 and 2 Days @ \$ 800.00	\$ 2,100.00
Total Estimated to complete the program	\$ 9,500.00
Original Contract	\$ 10,000.00

Billed to Date \$ 7,700.00

Balance \$ 2,300.00

Additional Funding requested \$ 7,200.00

Travel and other direct expenses will be billed at cost.

\*\*\*\*

In conclusion Mark, I hope that this letter satisfies your needs. I do not understand why the previous letter sent last week has not arrived in Hamilton. If it is not there when I get back to New York, I will send you another copy.

Sincerely,

Gianni Longo



# DOWNTOWN



December 4, 1997

1~

Dear 2~:

**RE: Downtown Hamilton: A Market Place of Ideas**

I am pleased to invite you to two special events to develop a vision for the future revitalization of the downtown:

1. Town Hall Meeting  
Friday, January 16, 1998, 6:00 - 9:00 p.m.  
Central Public Library, Rooms A and B  
65 York Street, Hamilton
2. Day Long Workshop  
Saturday, January 17, 1998, 8:30 a.m. - 3:30 p.m.  
Location ????

You are encouraged to attend the Town Hall meeting, which is open to the public, to inform the residents on the workshop themes and get their feedback. A notice for this meeting is attached for your information.

The purpose of the Day Long Workshop is to develop a shared downtown vision, vision statement, develop and prioritize an implementation program, and make recommendation on an organization to carry out these actions. Attached is an agenda for the day. A briefing packet will be forwarded in early January.

Those who are interested in attending are invited to attend. Please come ready to share your ideas. If you cannot attend, or wish to designate another member of your organization, please call me at 546-4603 by January 10, 1998. In order to finalize the list of workshop participants, please contact Joan at 546-4603 by January 10, 1998.

# A MARKET PLACE OF IDEAS

While there has been much discussion and many different initiatives undertaken for the revitalization of the downtown, this workshop will bring together these strategies in a common vision and develop an agenda for action. Please plan to attend with me and start the New Year with a focus on the future of Downtown Hamilton.

I look forward to seeing you at the Town Hall Meeting and Day Long Workshop. If you have any questions on these special events please call \_\_\_\_\_?

Yours truly,

Robert M. Morrow  
Mayor

c.c.      ???





(B)

CITY OF HAMILTON

- RECOMMENDATION -

DATE: 1997 August 14

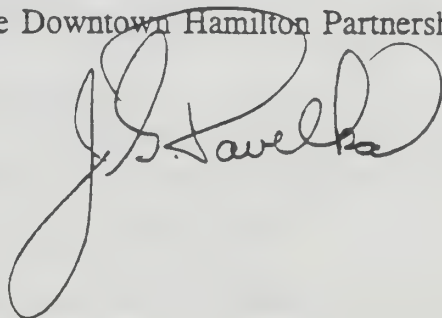
REPORT TO: Susan K. Reeder, Secretary  
Finance and Administration Committee

FROM: Mr. J.G. Pavelka, P.Eng  
Chief Administrative Officer

SUBJECT: Vision and Strategic Plan for Downtown Hamilton

RECOMMENDATION:

1. That "American Communities Partnership" be retained to co-ordinate and facilitate a Downtown Vision Workshop and undertake all necessary background research for the Workshop at a cost of \$10,000 (Canadian); and,
2. That the cost of \$10,000 be charged to the Downtown Hamilton Partnership, Account No. CF5698-119755029.



FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The contract for professional consulting services is \$10,000 plus expenses associated with travel, accommodation and meals.

Both the City of Hamilton and the Region of Hamilton-Wentworth have each contributed \$60,000 totalling \$120,000 for efforts in the Downtown. It is understood that by drawing the \$10,000 from the Downtown Partnership account, that the City and the Region will equally share in the expenditure.

BACKGROUND:

Stemming from the report "Strong Medicine... A Prescription for the Heart of Hamilton-Wentworth", City Council, on January 28, 1997, approved the creation of the Downtown Hamilton Partnership. One of the key objectives of the Partnership is to increase the number of people living, working, and shopping in Downtown. In addition, an important role of the Partnership is to provide an overall strategic framework for the various revitalization efforts presently underway and to establish a consensus Vision on future plans for Downtown Hamilton.

## DISCUSSION:

A number of other initiatives and reports have recently been prepared that address Downtown revitalization concerns including the following:

- The Mayor's Task Force on Downtown Issues and Renewal, March, 1994;
- The Hamilton Downtown Ideas Charette, January, 1997, organized by the Hamilton Society of Architects; and,
- "Rebuilding the Heart of Greater Hamilton", submitted by the Hamilton and District Chamber of Commerce, June, 1997.

Tying all these initiatives and ideas evident in these documents into a concise consensus vision and strategic framework is important to ensure an effective and comprehensive approach to future plans for the Downtown.

The use of an independent consultant to facilitate a Downtown Vision Workshop is appropriate. Based in New York City, the American Communities Partnership is an organization devoted to improving the downtowns of cities across North America and has considerable experience in visioning workshops and action strategy development.

The key principal of the organization, Mr. Gianni Longo, will oversee all aspects of the visioning work, report preparation and background research. The focus of the work will be an all-day Downtown Vision Workshop involving all key stakeholders in the Downtown and also members of the general public.

Prior to the workshop, Mr. Longo will conduct one-on-one interviews with downtown and community stakeholders that will participate in the workshop and obtain the necessary background material on previous and current revitalization initiatives.

An all-day Downtown Vision Workshop is an ideal way of bringing together all downtown and community stakeholders to work intensely together for a common goal - the revitalization of Downtown Hamilton. Mr. Gianni Longo and the American Communities Partnership have considerable experience in downtown revitalization efforts with communities of all sizes and circumstances. To conclude, Mr. Longo's professional experience and perspective will be important for the Downtown Hamilton Partnership in developing an overall strategic framework for the future of Downtown.

The attached terms of reference outlines in detail the activities that the American Communities Partnership is expected to deliver.

JP/dd/dcr  
attch.

c.c. Robert M. Morrow, Mayor  
V. J. Abraham, M.C.I.P., Director, Downtown Initiatives Committee  
M. Mascarenhas, Coordinator, Downtown Hamilton Partnerships  
W. Michael Fenn, Chief Administrative Officer  
N. Catalano, Director, Economic Development

**AmericanCommunitiesPartnership**  
Planning for Building a Shared Future

July 21, 1997

Joe Pavelka  
Chief Financial Officer  
City of Hamilton  
City Hall, 71 Main Street West  
Hamilton, Ontario  
Canada L8N3T4

RECEIVED C.A.O.

DATE July 24, 1997

FILE No. ....

LETTER No. ....

FILE .....

Dear Mr. Pavelka,

Based on our telephone conversation last week, I am forwarding a proposal for the involvement of American Communities Partnership, my company, in conducting a Downtown Vision workshop in Hamilton, Ontario. The workshop, scheduled for August 26, will involve key stakeholders. The desired outcome of the workshop is a consensus vision on future plans for downtown.

I propose the program be divided in two parts. Prior to the workshop, I would come to Hamilton with Jamie Greene of American Communities Partnership for a briefing by staff on current downtown initiatives. In addition to that, we would conduct one-on-one interviews with the downtown and community stakeholders that will participate in the workshop. This will give us the opportunity to gather whatever material I may need for the workshop: plans, photographs, etc. These briefings and interviews should take place 10 days before the date of the workshop to enable me to better design the format of the workshop.

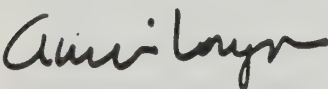
I suggest that we gather workshop participants on the evening of August 25 in a dinner discussion to introduce them to some of the issues we will discuss in the workshop. I would like to also give a presentation linking consensus building, downtown and the quality of the built environment. The presentation could, by the way, be open to the general public. On August 26 we will conduct the workshop, from 9 am to 3:30 p.m.

I estimate that it would take six days of my time, billed at \$1,000 per day, and five days of Jamie Greene's time billed at \$750 per day for the briefing/interviews, and to prepare and conduct the workshop and report. This would translate into a fee of US dollars 9,750. Travel, telephone and other project related expenses would be billed at cost.

I hope this proposal reflects our telephone discussion and I look forward to answering any questions you might have. You can call me at 212 620 9773 or Jamie Greene at 614 486 8400.

I am excited at the prospect of assisting your city in this effort and look forward to hearing from you.

Sincerely,



Gianni Longo

530 West 25th Street  
New York, New York 10001

212-620-9773  
212-727-9894(FAX)  
AmCommPart@aol.com



## OUTLINE - DR. LONGO'S VISIT

### Phase I

- Conduct a guided tour of Downtown and the Community.
- An opening meeting with the Downtown Initiatives Committee. DIC is suggested as the committee responsible for this process.
- Interviews with key downtown and community leaders. arranged by DIC.
- An issue session with the Mayor, the Chair of the Downtown Partnership, and Council.
- A "town hall " meeting - widely publicized and open to the public - to define the community's VISION for Downtown in the year 2000.
- A focus group session with leaders of business and non-profit/community organizations involved in Downtown, such as the Chamber of Commerce, B.I.A.'s, YMCA, Hoteliers Association, HECFI, etc.
- A focus group session with City/Region department heads and senior staff.

### Phase II (after two weeks)

Provide a draft document that includes:

- A description of the preferred future Downtown defined by Downtown's constituents during the site visit. This should be further condensed into a widely distributed vision statement after Council approval.
- A recommended course of action - called "Downtown Action Agenda" - designed to move Downtown from its current condition to the preferred future Downtown defined by the community.
- A recommended structure and assistance with creating a formal partnership - that would bring together the Downtown business community, City Hall, the Region, Federal and Provincial Governments, and citizens - to implement the Downtown Action Agenda.
- A recommended "implementation sequence" that condenses the Downtown Action Agenda into a series of sequential steps identifying who should implement each step (the Downtown Partnership, City Hall, BIA's, Chamber, etc.).

The Downtown Action Agenda must be designed to recommend and guide progressive and aggressive actions that should be taken in partnership. The Downtown Action Agenda must address the issues, concerns, and desires raised by those participating in this process. The inclusive process allows literally hundreds of individuals, from both the public and private sectors, to be involved in revitalization.

7. (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 15

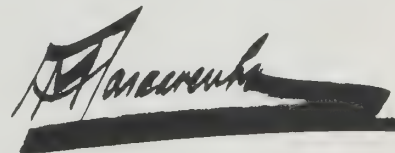
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mark Mascarenhas,  
General Manager, Housing & Loans Division  
Interim Downtown Coordinator

**SUBJECT:** Downtown Coordinator  
Hamilton Downtown Partnership

**RECOMMENDATION:**

- (a) That the City, on behalf of the Hamilton Downtown Partnership, commence the hiring process for a Downtown Coordinator who will be selected and retained by the Hamilton Downtown Partnership on a contract basis; and,
- (b) That the duties of the Downtown Coordinator be those as generally described in Appendix A attached hereto; and,
- (c) That the position of Downtown Coordinator be classified at level J; and,
- (d) That the Region of Hamilton-Wentworth be requested to approve and participate in these actions.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The City and Region have jointly funded the Hamilton Downtown Partnership with \$60,000 each for a total of \$120,000. The Partnership Board is to seek an additional \$60,000 from the private sector and address its long term funding requirements to sustain this program.

**BACKGROUND:**

"Strong Medicine ... a prescription for the Heart of Hamilton" - a downtown strategy report approved by City and Region Councils in the fall of 1996 - recommended the creation of a Downtown Partnership and retention by such Partnership of a Downtown Coordinator to implement its revitalization actions.

Downtown Coordinator

On October 28, 1997, Council approved the Mayors Notice of Motion that a Downtown Coordinator be hired.

Contemporaneous with a series of consultations related to Mr. Gianni Longo's pre-workshop meetings in Hamilton, the Downtown Partnership has reached the stage of being finalized. With the imminent creation of the new Board, the Board will need assistance to establish its administration, business plan, and carry out its activities. To reduce the time lag between the establishment of the Board and its hiring of the Downtown Coordinator, it is recommended that the hiring process commence now. The job description is attached as Appendix A. It should be noted that as the role of the Partnership and the Downtown Coordinator evolves, there will be opportunity for changes to be made. The classification for the position provided by the Human Resources Department is level J. The current salary range for this level is \$53,779 - \$63,398 per annum.

MM/jp

Attachments



## DOWNTOWN COORDINATOR

### Job Description

#### **Position Summary**

Responsible for providing overall coordination and administration of programs, projects, initiatives, and activities of the Hamilton Downtown Partnership to revitalize Hamilton's Downtown.

#### **Duties**

- Provide administrative and coordination services to the board and membership of the Hamilton Downtown Partnership, its task forces, and committees, to carry out their mandates. Services will include information gathering, retention, and analysis; preparation of minutes of meetings, reports, and briefing notes; development and maintenance of Corporate records, downtown ideas, initiatives, contacts, and programs.
- Coordinate, carryout, and supervise tasks and activities of the "Strong Medicine..." strategy document and those assigned by the Downtown Partnership, the City, or the Region, including recruitment of volunteers and/or staff, developing terms of reference, mandates, and schedules, and monitoring and reporting on progress.
- Serve as a point of "First Contact" for those seeking information and assistance on downtown rehabilitation.
- Act as a "Broker" to bring parties together in development. Identify business or real estate opportunities in the downtown and seek out entrepreneurs or investors to take advantage of same. Work with landlords and real estate industry to attract tenants for vacant space.
- Act as "Advocate" for downtown. Assist with promotion and lobbying efforts with Government agencies, community groups, citizens, and the private sector, including the media; research potential funding and apply for same.
- Network and liaise with other downtown partners, including the Business Improvement Areas (BIA), trade, service, or professional associations, individuals or organizations in other cities.

#### **Qualifications Required**

*Education:* University degree in a related discipline such as business, economics, political science, urban planning, architecture. Equivalent work experience and qualifications will be considered.

*Experience:* Experience in business, marketing, business development, commercial realty, land development, urban design, community development, or other directly applicable work. Must have demonstrated experience in management and/or team leadership.

*Knowledge, Skills, Abilities:* Must be computer literate, and have a valid driving licence and vehicle. Self starter and ability to work without regular supervision, for this "hands on" position is important. Tact, communication, and excellent people skills are critical. Enthusiasm and ability to employ innovative creative thinking, entrepreneurial skills, and strong organizational skills are also vital.

*Challenges:* Flexible hours sometimes required, including evenings and weekends.

**Reporting To**

The Downtown Coordinator will report to the Board of Directors of the Hamilton Downtown Partnership and, for administrative and guidance purposes, to the Chief Administrative Officer of the City of Hamilton, or the Region of Hamilton-Wentworth, or others delegated.

**Contract**

The successful applicant will be retained on an employment contract for a three year term. The contract will provide reimbursement of mileage and expenses incurred in performing the duties of the position.

**Classification**

Salary range: Level J. \$53,779 - \$63,398 per annum.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

8.

**DATE:** 1998 January 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

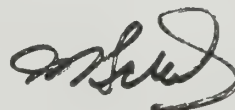
**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Awarding of Contract - Miscellaneous Maintenance Services

**RECOMMENDATION:**

That a purchase order be issued to City Maintenance (formerly known as RCM Contracting Ltd.) to supply various maintenance services as and when required by the Real Estate Division of the City Clerk's Department and the Building Department during 1998, 1999 and 2000 being the most acceptable of the six (6) tenders received in accordance with the specifications issued by the Manager of Purchasing and Vendor's Tender, and be financed through the Building Department's Property Standards Account No. CH 56390 50001, and the City Clerk's Department Building Repairs - Civic Properties Account No. CH 57301 31106.

Hourly Rate One Person Operation	\$25
Hourly Rate Two Person Operation	\$35
Hourly Rate Three Person Operation	\$45
Hourly Rate for Rubber Tire Backhoe with Operator	\$40



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

All maintenance services will be financed through the Building Department's Property Standards Account No. CH 56390 50001, and the City Clerk's Department Building Repairs - Civic Properties Account No. CH 57301 31106.



## BACKGROUND:

The previous hourly rates for the years 1995, 1996 and 1997 were as follows:

Hourly Rate One Person Operation	\$30
Hourly Rate Two Person Operation	\$37
Hourly Rate Three Person Operation	\$44
Hourly Rate for Rubber Tire Backhoe with Operator	\$40

The attached tender analysis which is set out on the pages attached herewith and marked Appendix "A" shows the bids by each company for hourly rates for one person, two person, three person operations and the hourly rate for a rubber tire backhoe with operator and truck over the three (3) year period 1998, 1999 and 2000. The resulting totals for each year are based on actual 1996 person hours and backhoe hours. Also shown is the overall total costs to the City of Hamilton over the three (3) year period based on the bids submitted using the 1996 hours as a guide. After careful analysis the City Clerk's Department and the Building Department are recommending awarding the contract to City Maintenance for the various maintenance services required since they are one of the lowest bids and in our opinion they are the most acceptable of tenders received for the three (3) year period of 1998, 1999 and 2000.

In our opinion, being the most acceptable of the bids was based not only on the minimal difference in cost but more importantly on the advantages over the others offered to the City of Hamilton by City Maintenance. These advantages are as follows:

- (a) City Maintenance has all the proper equipment, which will reduce the overall cost per job and also eliminates dependence on third party availability of equipment. This equipment, primarily their dump truck, their own backhoe, cellular phones, two way radios and an office phone (command post) manned 24 hours are extremely important both in terms of cost and in emergency situations for both Departments but even more so to the Building Department who have to justify the bills (job cost and administrative costs) that go on the taxes. A prime example of this is a dump truck. Where other bidders have pick up trucks and would have to shovel loads off by hand, City Maintenance has a dump truck that carries more and the load is easily dumped off. This, in our opinion will result in a savings of at least a one (1) hour, one (1) man cost for each job, and, at \$20 per hour (the lowest for a one (1) person operation) for one (1) man over 813 hours for one (1) year will result in an anticipated savings of approximately \$16,260 over one (1) year. More savings will also be realized because of the backhoe. Where the next two (2) lowest bids are charging \$50 per hour and \$55 per hour respectively for a backhoe and operator, City Maintenance is charging \$40 per hour. City Maintenance is able to charge this lower rate because they own their backhoe whereas the other bidders would have to rent the machines. The resulting savings here based on 40 hours (as estimated) would be between \$400 to \$600 over one (1) year. Also, having to rent machines may cause problems of availability if an emergency situation arises. Therefore, it is our belief that if the contract was awarded to the low bidder there would actually be an increase in cost to the City annually of approximately \$16,460.

- (b) Based on the examples of the savings that can be realized with the proper equipment and the combined experience of the Building Department and the City Clerk's Department on the type of work normally required to be done, we are sure that the cost difference in bids between the lower bids and City Maintenance will be offset many times over through the course of the contract because of the equipment factor.
- (c) The City of Hamilton and the Region of Hamilton-Wentworth are the only clients of City Maintenance, thereby giving the City and Region exclusive attention, especially in emergency situations. Their communications and response time is excellent. DiPietro Contracting, specializing in brick and concrete work, and Langton Mechanical, specializing in heating, cooling and associated systems have only been involved in the landscaping field the last couple of years and are looking to expand further into this area, however, both intend to keep their present clients. This raises the questions of experience, availability and response time for the City of Hamilton requirements, especially in emergencies.
- (d) City Maintenance has been providing this service to the City of Hamilton and the Region of Hamilton-Wentworth since 1994 and their service to date has been excellent. As we have shown, they have the equipment to complete the jobs quickly, cost effectively and the experience required.

DJC/hew

Attach.

- c.c. P. Noé Johnson, City Solicitor
- A. Ross, Treasurer
- L. King, Building Commissioner
- R. Swan, Manager, Building Operations and Maintenance Division

REF. C20-22-97

## CORPORATION OF THE CITY OF HAMILTON

## VARIOUS MAINTENANCE SERVICES

	DI PIETRO		LANGTON		C.L. MOFFATT		CITY MTNC.		TERRANA		COMPLETE	
Estimated hours	Hr rate	Total Cost	Hr rate	Total Cost	Hr rate	Total Cost	Hr rate	Total Cost	Hr rate	Total Cost	Hr rate	Total Cost
1998												
1 man @ 813 hrs	\$20.00	\$16,260.00	\$23.00	\$18,699.00	\$25.00	\$20,325.00	\$25.00	\$20,325.00	\$30.00	\$24,390.00	\$48.00	\$39,024.00
2 man @ 986 hrs	\$40.00	\$39,440.00	\$33.00	\$32,538.00	\$35.00	\$34,510.00	\$35.00	\$34,510.00	\$40.00	\$39,440.00	\$78.00	\$76,908.00
3 man @ 131 hrs	\$60.00	\$7,860.00	\$43.00	\$5,633.00	\$45.00	\$5,895.00	\$45.00	\$5,895.00	\$55.00	\$7,205.00	\$105.00	\$13,755.00
backhoe @ 40 hrs	\$55.00	\$2,200.00	\$50.00	\$2,000.00	\$40.00	\$1,600.00	\$40.00	\$1,600.00	n/a	\$0.00	\$55.00	\$2,200.00
Total 1998		\$65,760.00		\$58,870.00		\$62,330.00		\$62,330.00		\$71,035.00		\$131,887.00
1999												
1 man @ 813 hrs	\$20.00	\$16,260.00	\$24.50	\$19,918.50	\$25.00	\$20,325.00	\$25.00	\$20,325.00	\$30.00	\$24,390.00	\$48.00	\$39,024.00
2 man @ 986 hrs	\$35.00	\$34,510.00	\$35.00	\$34,510.00	\$35.00	\$34,510.00	\$35.00	\$34,510.00	\$40.00	\$39,440.00	\$78.00	\$76,908.00
3 man @ 131 hrs	\$55.00	\$7,205.00	\$45.00	\$5,895.00	\$45.00	\$5,895.00	\$45.00	\$5,895.00	\$55.00	\$7,205.00	\$105.00	\$13,755.00
backhoe @ 40 hrs	\$55.00	\$2,200.00	\$50.00	\$2,000.00	\$40.00	\$1,600.00	\$40.00	\$1,600.00	n/a	\$0.00	\$55.00	\$2,200.00
Total 1999		\$60,175.00		\$62,323.50		\$62,330.00		\$62,330.00		\$71,035.00		\$131,887.00
2000												
1 man @ 813 hrs	\$20.00	\$16,260.00	\$26.00	\$21,138.00	\$25.00	\$20,325.00	\$25.00	\$20,325.00	\$30.00	\$24,390.00	\$48.00	\$39,024.00
2 man @ 986 hrs	\$35.00	\$34,510.00	\$37.00	\$36,482.00	\$35.00	\$34,510.00	\$35.00	\$34,510.00	\$40.00	\$39,440.00	\$83.00	\$81,838.00
3 man @ 131 hrs	\$55.00	\$7,205.00	\$47.00	\$6,157.00	\$45.00	\$5,895.00	\$45.00	\$5,895.00	\$55.00	\$7,205.00	\$110.00	\$14,410.00
backhoe @ 40 hrs	\$55.00	\$2,200.00	\$50.00	\$2,000.00	\$40.00	\$1,600.00	\$40.00	\$1,600.00	n/a	\$0.00	\$55.00	\$2,200.00
Total 2000		\$60,175.00		\$65,777.00		\$62,330.00		\$62,330.00		\$71,035.00		\$137,472.00
Total Contract		\$186,110.00		\$186,970.50		\$186,990.00		\$186,990.00		\$213,105.00		\$401,246.00



9.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 15

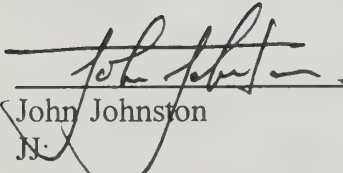
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** John Johnston  
Commissioner of Human Resources

**SUBJECT:** Technology Improvements to Council Chambers (C-005-98)

**RECOMMENDATION:**

That the Director of Culture and Recreation, in consultation with the City Clerk, the Regional Clerk, the Director of Information Systems, and Members of Council, prepare recommendations and options to upgrade the technology in use in the Council Chambers including audio-visual equipment, television access, and computer access.

  
\_\_\_\_\_  
John Johnston  
N.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Financial implications to be considered in the report of the Director of Culture and Recreation as directed.

**BACKGROUND:**

Committee members, Aldermen Charters, Wilson, Collins, and D'Amico, together with Regional and City staff toured the Waterloo Regional Council Chamber to view the use of technology to assist Council and to provide greater public access to, and understanding of, Council business.

At a subsequent meeting of the Information Technology Sub-Committee held December 22, 1997, it was recommended that the Finance and Administration Committee be asked to authorize staff to prepare a report outlining the options and costs of upgrading the technology used in the Council Chamber. Any changes would be done in co-ordination with planned renovations to the Chamber this summer, to minimize expenditures.



# Association of Municipalities of Ontario

## 1998 MEMBERSHIP INVOICE

10. (a.)

Clerk  
City of Hamilton  
71 Main St. W.  
Hamilton, ON L8N 3T4

Invoice No.: 98-10310  
Invoice Date: 12/17/1997

BILLED TO	AMOUNT
City of Hamilton	\$ 13928.02
Membership fees for the period Jan 1/98 - Dec 31/98	GST EXEMPT

At its meeting on November 28 1997, the AMO Board of Directors passed the association's 1998 budget which provided that membership fees for 1998 be recalculated using the most current household data available in 1997 and that fee rates be increased by 2% over 1997 fee rates.

Your municipality's fee was based on a total of 135142 households.

Your municipality's fee was calculated using the following fee rate schedule for lower tier municipalities:

Households	Fee Rate
1 to 300	\$373.46 Flat
301 to 1,000	\$373.46 plus \$0.627 per household above 300
1,001 to 4,000	\$812.36 plus \$0.388 per household above 1,000
4,001 to 20,000	\$1,976.36 plus \$0.308 per household above 4,000
over 20,000	\$6,904.36 plus \$0.061 per household above 20,000

Questions can be directed to:

Doug Raven, Executive Director (416) 971-9856 ext. 306  
Corinne Clark, Manager of Finance & Administration (416) 971-9856 ext. 324







Association of  
Municipalities  
of Ontario

To the Head and Members of Council:

**RE: 1998 MEMBERSHIP NOTICE**

Enclosed you will find your membership fee invoice for 1998.

The past year has been a very trying time for municipalities. In January, they were faced with the prospect of taking on increased financial responsibility for a host of new services, including 100% of the cost of social housing, and 50% of the cost of social assistance and long term care. They learned on May 1<sup>st</sup> that the transfer of financial responsibility for these social services would be greatly reduced, but had to wait until December to find out what the financial impact of the Province's decisions on individual municipalities would be. Now that they have that information, many municipalities are left wondering how the numbers were calculated, and whether or not there might still be more adjustments to come.

What has AMO been doing to assist municipalities during this difficult period? The answer is, plenty.

While municipalities are quite rightly angry that the Province did not keep its pledge of revenue neutrality, there is no question that the situation would have been much worse if not for AMO's intervention. Over the course of the year, AMO - with tremendous support from its members - has exerted considerable pressure on the Province to alter the reform package announced in January. As a result of this pressure, the Province decided to remove financial responsibility for long term care from the property tax base, and reduce the municipal share of social assistance costs from 50% to 20%. Keeping these potentially devastating costs - over which municipalities would have had no control - off of the property tax base was an important victory for municipalities. Further, while the provincial government is still disadvantaging municipalities by an amount in excess of \$500 million, had not AMO convinced the Province to add more than \$900 million in funding to help offset the impacts of *Who Does What* since January, the impact of WDW on municipalities could have been catastrophic.

In addition to its work on WDW, AMO has been busy dealing with a host of other issues facing municipalities. A brief summary of just a few of AMO's many accomplishments during the past year is attached for your information.

There is no question that it has been a difficult year for Ontario's municipalities. Unfortunately, 1998 promises to be just as difficult.

.../2

There will be at least 160 fewer municipalities in Ontario in 1998, and those municipalities that remain will face the task of taking on a variety of new service delivery and financing responsibilities, while trying to deal with the additional financial burdens recently announced by the Province.

What can we do to address these issues? First, we can send a strong message to the Province that Ontario's municipalities are united in their determination to firmly establish municipalities as an independent level of government - one that the Province must deal with by negotiated settlement, not by decree. That's why we have called a special meeting of the members for Friday, February 6, 1998, to collectively establish a response to the Province's initiatives over the past year, and to determine how best to achieve municipal goals in the years to come. Information pertaining to the appointment of voting delegates for that meeting is included in this package.

Second, we must ensure that we have an Association that has the necessary resources to safeguard a strong and vital municipal sector. AMO's role as the united voice of Ontario's municipalities has never been more important. With your continued financial support through your annual membership fee, AMO will ensure that the voice of the province's municipal governments, and their critical role in governing Ontario, is clearly understood by the provincial government and by the electorate.

AMO's membership fees have not increased since 1992. However, in light of this significant reduction in the number of potential Association members as a result of municipal amalgamations, two adjustments have been made to AMO's membership fees for 1998.

- 1) AMO's membership fees are calculated based on the number of households in each municipality. As AMO had not increased member fees since 1992, the 1997 fees were still based on 1991 household information. For 1998, membership fees will be calculated using 1997 household data. As a result, those municipalities with significant household growth over the past six years may see a commensurate increase in their AMO membership fee.
- 2) Once the fees were adjusted to reflect current household data, each municipality's fee was increased by 2% to make up the remaining shortfall in AMO's membership fee revenue.

Should you have any questions about your AMO membership fee, or about any of the Association's activities, please contact Doug Raven, AMO's Executive Director, at (416) 971-9856, ext. 306.

On behalf of the Association, thank you for your continuing support of our efforts. Together, we can make a difference.

Yours truly,



Michael Power  
President



# 1998 - A YEAR IN REVIEW



Looking back, it's not always easy to remember each of the many issues facing the municipal sector over the past year, or the role that the Association has played in assisting municipalities to achieve their goals. Here, very briefly, are just a few of AMO's achievements and activities in 1997.

## January

Throughout 'Megaweek', AMO kept its members well informed with daily reports on the *Who Does What* announcements. Once all of the announcements had been made, AMO told the Province that the downloading of responsibility for funding social services, health services and social housing was completely unacceptable, and demanded a meeting with senior government ministers to discuss the Province's reforms.

## February

On February 12<sup>th</sup>, AMO met with the ministers of Finance, Municipal Affairs and Housing, and Community and Social Services to send a clear message that the *Who Does What* reform package was unacceptable. On February 21<sup>st</sup>, the Province announced that it would work with AMO to try to find a way to allocate service delivery and funding responsibilities in a manner more in keeping with the interests of property taxpayers.

## March

After years of pressure by AMO to overhaul the *Municipal Act*, the Province released its consultation paper on the new Act. The Association had made a new *Municipal Act* a key part of its pre-election platform, and has long pressed for an Act that provides for greater municipal autonomy and authority to make decisions with minimal provincial supervision. The Association provided input into the Province's deliberations on the new Act throughout the year.

## April

AMO made six standing committee presentations in April, including a presentation on the *Development Charges Act*. AMO, working with representatives from across the sector, was able to affect some important changes to the Act, including the removal of the 10% mandatory municipal contribution for roads, water, sewer, hydro, police and fire services, and replacing the 30% mandatory municipal contribution for libraries, recreation and community centres and parkland improvement with a requirement that municipalities discount these services by 10%.

## May

On May 1<sup>st</sup>, after months of dialogue with AMO and the municipal sector, the Province announced that it was altering the *Who Does What* reform package, relieving municipalities of the responsibility to fund 50% of the cost of long term care, and reducing the municipal share of social assistance costs from 50% to 20%, in exchange for keeping half of the current amount raised through the residential education property tax on the property tax base. Unfortunately, the Province failed to heed AMO's advice in a number of other WDW areas, including keeping social housing as a 100% Provincial financial responsibility, maintaining the Farm Tax Rebate Program, and making special provisions for those hardest hit by the loss of the Municipal Support Grant.

## June

On June 26<sup>th</sup>, the Province gave Royal Assent to Bill 105, the *Police Services Amendment Act*, which gives municipalities the ability to appoint a majority of the members of Police Services Boards. Giving municipalities the right to appoint at least the majority of the representatives on the Board has been a long-standing goal of the Association. Throughout the year, AMO has also ensured that the municipal viewpoint has been put forward forcefully during the development of police services standards.

## July

The pooled investment program operated by Local Authority Services, Ltd., AMO's subsidiary company, surpassed half a billion dollars in assets. This program, which offers municipalities an opportunity to achieve a much greater return on their investments, is only one of many new programs being offered by the Association to assist its members to save money in their day-to-day operations.

## August

AMO's Annual Conference was an opportunity for the municipal sector to send a strong message to the Premier and senior ministers about their concerns regarding the Who Does What reforms, as well as the lack of information about the financial impact of the reforms on individual municipalities. Mounting pressure from the sector resulted in the Premier's famous 'pinky swear'.

## September

AMO and municipal staff representatives reviewed the assumptions behind the WDW financial data and identified a number of errors and omissions that would have

adversely impacted municipalities. Over the course of the year, AMO provided input and analysis on a wide range of issues, including property assessment, social assistance reform, social housing, Provincial Offences Act administration, labour relations reforms, fire services reforms, and many, many others.

## October - November

When the teachers went on strike with the municipal elections looming, AMO acted quickly, asking for and receiving assurances from all of the teachers' associations that election polling stations scheduled to be held in schools would not be picketed on November 10<sup>th</sup> or at advance polls.

While members were busy campaigning, AMO made presentations to Government Standing Committees on a variety of pieces of legislation, including Bill 142, the *Social Assistance Reform Act*, Bill 149, the *Fair Municipal Finance Act (No.2)*, and Bill 152, the *Services Improvement Act*. AMO also ensured that municipalities were represented in the development of the regulations (e.g. land ambulance, public health, etc.) drafted to implement provincial legislation, and kept up the pressure on the Province for a fiscally neutral resolution to WDW.

## December

Following the release of the WDW numbers, AMO wrote to the Premier, demanding that the Province do whatever is necessary to achieve revenue neutrality, taking into consideration the loss of the Municipal Support Grant and the downloading of Provincial highways. We also moved quickly to protest the imposition of a prescribed tax notice and provide the Province with advice on the proposed Property Assessment Corporation.



10. (b.)

**SPECIAL MEETING OF MEMBERS**

**FEBRUARY 6, 1998**

**OFFICIAL VOTING DELEGATES' ACCREDITATION FORM**

The following information is being supplied to you in connection with the Special Meeting of Members of the Association of Municipalities of Ontario, to be held in the Canadian Room of the Royal York Hotel, 100 Front Street West, Toronto, at 9:30 a.m. on February 6, 1998.

This form is provided to your Council for the purpose of registering its voting delegates for the meeting. In this regard, we request that you observe the following procedures:

1. To qualify for your allotted number of voting delegates, your 1998 membership fees must have been paid and/or the municipality must have been a member of AMO in 1997. Where a new municipality has been created through amalgamation, that municipality will be considered to have been an AMO member in 1997 if at least 50% of the municipalities making up the new municipality were AMO members in 1997.
2. Voting delegates must be appointed by council resolution and the registration form must be certified by the Clerk of your municipality.
3. In the event of a change in the council appointment of voting delegates, the changes must be submitted by certified notice.
4. A voting delegate shall have one vote only.
5. Please complete the attached Voting Registration Form and return to the Association offices as quickly as possible.

**DEADLINE DATE FOR REGISTRATION OF VOTING DELEGATES:**

**January 30, 1998**

**PLEASE NOTE:**

In addition to the schedule set out on the reverse side, all members of the AMO Board of Directors are granted a voting privilege by virtue of holding office on the Board. These voting privileges are in addition to the allotment granted to their own municipality.







Association of  
Municipalities  
of Ontario

**SPECIAL MEETING OF MEMBERS**

**FEBRUARY 6, 1998**

**OFFICIAL VOTING DELEGATES' REGISTRATION FORM**

MUNICIPALITY: \_\_\_\_\_

POPULATION: \_\_\_\_\_

NAME	(please print)	TITLE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certified - Signature/Title

**PLEASE RETURN TO THE AMO OFFICES**

**Deadline: January 30, 1998**

**FAX: (416) 971-6191**

## **SCHEDULE OF VOTING DELEGATES**

### **Member Municipalities**

POPULATION		NUMBER OF VOTING DELEGATES
<b>Under</b>	5,000	2
	5,000 to 14,999	3
	15,000 to 49,999	4
	50,000 to 99,999	5
	100,000 to 199,999	6
	200,000 to 349,999	7
<b>Over</b>	350,000	8

### **Counties, Metropolitan, Regional and District Member Municipalities**

POPULATION		NUMBER OF VOTING DELEGATES
	0 to 49,999	2
	50,000 to 100,000	3
<b>Over</b>	100,000	4

**Territorial district municipal associations shall each be entitled to one voting delegate.**



## OBTAINING ACCOMMODATION FOR THE FEBRUARY 6<sup>TH</sup> AMO MEETING

AMO members seeking accommodation in Toronto in conjunction with the Association's February 6<sup>th</sup> meeting should contact the Royal York Hotel at:

1 -416-863-6333 (Hotel Reservations Department)

or

1-800-441-1414 (CP Hotel's Global Reservations Centre)

Room rates are as follows:

Single Occupancy	\$119.00
Double Occupancy	\$129.00
Pacific Premier	\$295.00
Suites from	\$460.00

A third person sharing is an addition \$20.00 per night. Children 18 years and under sharing their parent's accommodation are complimentary.

You must identify yourself as being with the Association of Municipalities of Ontario in order to qualify for these group rates.

**NOTE:** Space is limited, and you must make your reservation with the hotel by January 23<sup>rd</sup> to be guaranteed the group rate. So please book your accommodation as soon as possible.



OFFICE OF THE CITY CLERK

MEMORANDUM

10. (c.)

\*\*\*\*\*

TO: Susan K. Reeder, Secretary  
Finance and Administration Committee

YOUR FILE:

FROM: Stan Hollowell  
Acting City Clerk  
Office of the City Clerk

OUR FILE:

PHONE: 546-2727

SUBJECT: Correspondence referred from  
City Council - Hamilton Harbour  
Commissioners

DATE: 1997 December 18

Attached herewith is correspondence dated 1997 November 18th from the Secretary to the Board of the Hamilton Harbour Commissioners respecting Memorandum of Agreement, September 29, 1997.

This correspondence was presented to City Council at its meeting held Thursday, 1997 December 11th, and referred to the Finance and Administration Committee.

Would you please present this correspondence to the next meeting of the Finance and Administration Committee for its consideration.



cc J. Pavelka, Chief Administrative Officer  
P. Noe Johnson, City Solicitor



605 James St. N.  
Hamilton, Ontario, Canada  
L8L 1K1

Phone Numbers  
Hamilton 905-525-4330  
Inwats 1-800-263-2131

Fax Numbers  
Administration 905-528-6282  
General Office 905-528-6554



November 18, 1997

The Corporation of the City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

Attn: Mr. J.J. Schatz  
City Clerk

Dear Mr. Schatz;

RE: MEMORANDUM OF AGREEMENT, SEPTEMBER 29, 1997

Please be advised that the Hamilton Harbour Commissioners, at its meeting of November 18, 1997, passed the following resolution:

BE IT RESOLVED;

THAT the Board of Commissioners ratify the said Memorandum of Agreement on the basis of the following:

1. The limits of Waterlots 1, 2 and 4 are as shown on the map appended hereto as Schedule "A".
2. All legal, survey and transaction costs being paid by the City.
3. The transfer being subject to existing private waterlots and covenants on title, including the City obtaining the release of any riparian rights.
4. The waterlots being independently evaluated and the market value being recorded in the accounts of both parties as an equivalent dollar grant from the H.H.C. , or its successor, to the City.
5. The waterlots not being filled, or developed for commercial purposes, without the consent of the H.H.C. or its successor.

6. The City granting to the H.H.C., or its successor, a right of first refusal to purchase all or any part of the waterlots at market value should the City at any time wish to dispose of the waterlots or any part thereof.

AND THAT in order to satisfy the Commissioners' concern with respect to the issue of indemnification, the transfer will be made for the following consideration:

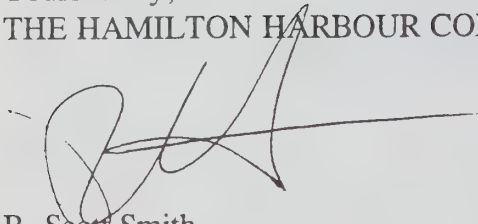
1. The said transfer is full and final compensation for any and all rights, privileges, payments and entitlements flowing to the City from the Hamilton Harbour Commissioners' Act (1912), as amended.
2. The City acknowledge that the lands of the H.H.C. will continue to be tax exempt (unless leased out) following the continuance of the H.H.C. as a H.P.A.
3. The City will proceed in co-operation with the H.H.C., or its successor, to expeditiously resolve any outstanding planning matters.
4. A right-of-way for a perimeter road being identified and dedicated by the City. A public waterfront trail and fish habitat restoration work will be incorporated into the shoreline development. The construction of the perimeter road will commence in concert with the development of the waterlots.
5. A moratorium being obtained from the Minister of Transport on the stipend payable under the Canada Marine Act to the full value of the H.H.C. grant to the City in addition to any other moratorium or phase-in being granted as a matter of course, generally, to other Canada Port Authorities, all to be set out in the letters patent.

AND THAT the Commissioners are prepared to meet with the City of Hamilton for the purposes of further discussion and clarification.

CARRIED ~

We look forward to hearing from you with respect to further discussions.

Yours Truly,  
THE HAMILTON HARBOUR COMMISSIONERS

A handwritten signature in dark ink, appearing to be 'R. Scott Smith', with a long horizontal stroke extending to the right.

R. Scott Smith  
Secretary to the Board of Commissioners

cc. Mayor R.M. Morrow







11. (a.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

JAN 13 1998

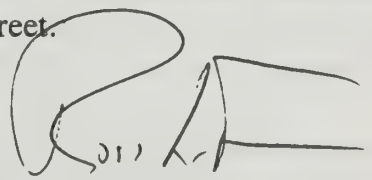
**DATE:** 1997 December 18

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration

**FROM:** Ross Fair  
Director of Culture and Recreation

**SUBJECT:** A By-law to Authorize a Municipal Capital Facility Agreement with The Hamilton East Kiwanis Boys' and Girls' Club Inc.

**RECOMMENDATION:**

- (a) That the operation of the Municipal Community Centre at 45 Ellis Street, Hamilton, by The Hamilton East Kiwanis Boys' and Girls' Club Inc. be declared a Municipal Capital Facility for the purposes of the municipality and is for a public use;
  - (b) That the appropriate By-law under Section 210.1 of the Municipal Act be enacted to authorize an Agreement with The Hamilton East Kiwanis Boys' and Girls' Club Inc. to operate the Municipal Community Centre at 45 Ellis Street;
  - (c) That the City Solicitor and the Director of Culture and Recreation be authorized to negotiate a Municipal Capital Facility Agreement with The Hamilton East Kiwanis Boys' and Girls' Club Inc. for the use of 45 Ellis Street.
- 

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Total annual taxes for this property is \$56,124. The 1997 current budget of the Department of Culture and Recreation was reduced by \$28,062 with the remaining funding used to increase the base grant to Kiwanis to offset lost Provincial grant funding for youth recreation



programming at the Centre. The City pays the taxes and also contributes \$212,000 in base funding annually through the Culture and Recreation Department current budget.

Council, as part of its deliberations approved a budget reduction proposal that would see this organization and this facility exempted from paying taxes in accordance with Section 210.1 of the Municipal Act.

### **BACKGROUND:**

Since 1961, The Hamilton East Kiwanis Boys' and Girls' Club Inc. has operated a Community Centre for children at the City-owned building at 45 Ellis Avenue. The Hamilton East Kiwanis Boys' and Girls' Club Inc. provides recreation programs to youths and family units at a nominal cost. The Hamilton East Kiwanis Boys' and Girls' Club Inc. is given a grant by the City to fund the operation of the Centre. Under the Assessment Act, The Hamilton East Kiwanis Boys' and Girls' Club Inc. has been deemed liable to property and school taxes. The annual property and school taxes on this property are approximately \$56,124. The City pays these taxes as part of the operating agreement with The Hamilton East Kiwanis Boys' and Girls' Club Inc..

### **DISCUSSION**

Section 210.1 of the Municipal Act authorizes a municipality to enter into a Municipal Capital Facilities Agreement with an organization which provides municipal capital services such as a Municipal Community Centre. Under the Act, the City must declare that The Hamilton East Kiwanis Boys' and Girls' Club Inc.'s operation of the facility is for the purposes of the municipality and is for a public use.

The attached By-law is the first step in the tax exemption process. If the By-law is passed, the City Solicitor and Director of Culture and Recreation will negotiate a Municipal Capital Facilities Agreement with The Hamilton East Kiwanis Boys' and Girls' Club Inc.. When the Agreement is finalized, Council will be asked to approve the Agreement. At that time, Council may enact the tax exemption By-law for the property occupied by The Hamilton East Kiwanis Boys' and Girls' Club Inc..

The working relationship between Kiwanis and the City has remained the same since 1961. For all intents, Kiwanis manages one of the City's recreation centres for the City, within the requirements and expectations of City Council. The Department of Culture and Recreation manages this agreement and provides annual base funding support in the amount of \$212,000.

One member of Council, normally one of the Alderman for Ward Four, the ward location of the facility.

If Kiwanis were to cease operations or if it chose to pursue program directions not compatible with Council has determined for this facility, it is clearly understood that City staff would assume responsibility for the operation of this centre.

Further, responsibility for maintenance and capital repair rests with the City, although it is understood that Kiwanis can and would participate in the funding of major capital projects.

Kiwanis does, on an annual basis, raise funds from a variety of sources to finance their annual operations, reducing the tax base requirement of the City for the operation of this centre.

The mission and program of the East Kiwanis Boys and Girls Club is in concert with civic goals for its recreation centres and programs. Please find attached information about the Club as Schedule A.

The Board of Directors of the Club has reviewed and are supportive of this initiative

All of the foregoing supports the legislative requirements necessary to grant an exemption from taxes as required by the Act.

RLF/PNJ/LEF:as

c.c. Alderman Bernie Morelli, Chairman, Parks and Recreation Committee  
Alderman Dave Wilson, Ward 4  
Alderman Geraldine Copps, Ward 4  
Allan C. Ross, Treasurer  
P. Noé Johnson, City Solicitor

## **HAMILTON EAST KIWANIS BOYS' AND GIRLS' CLUBS MISSION STATEMENT**

The primary mission of the Hamilton East Kiwanis Boys' and Girls' Club is to encourage all members to develop to the fullest of his or her potential. We shall provide an atmosphere whereby members can be given a chance to help develop self-esteem, a sense of belonging, a concern for others and a desire to be responsible and productive citizens.

### **CORE VALUES**

#### **We Care About Children and Youth**

Boys' and Girls' Clubs' services are available to all young people. Our organization believes children and youth need special support to overcome disadvantages. Young people naturally seek excitement, friendship and support. Happily, the chance to offer encouragement, direction and counselling comes as a result of gaining their trust.

#### **We Acknowledge A Sense of Self-Worth**

We hold that an individual's sense of self-worth is fundamental and Boys' and Girls' Clubs support this basic value.

#### **Children and Youth Need to be Heard**

We believe that every young person has the right to be listened to.. to be heard and responded to, as someone who really matters and as someone whose ideas could make a difference.

#### **Acceptance and a Sense of Belonging**

We acknowledge the need of all young people to be accepted and liked, and to become competent, both among their peers and in the eyes of adults. We are sensitive to the isolation of the individual who is different in any way, and we endeavour to create in our services an atmosphere which fosters a sense of belonging and acceptance.

#### **Appreciation of Cultural Differences**

Boys' and Girls' Clubs encourage and foster cross-cultural understanding and appreciation. Our programs are accessible to all youth and reflect the ever-changing needs of youth and families in our communities.



## **Empowerment and Potential**

We believe that all children and youth have the right to maximize their potential by experiencing challenges and responsibilities typical of healthy family and community life. We know young people attain their highest levels of personal growth and development when they are empowered to achieve a balance between "giving to" and "receiving from" their community. Boys' and Girls' Clubs encourage community service, self-help and self-sufficiency by presenting challenges and fostering responsibility and authority in children and youth.

## **Learning**

We recognize that learning plays a significant role in the development of children and youth. We support, foster and encourage life-long learning.

## **A Sense of Adventure**

We understand the natural desire young people have to be challenged by risk and adventure; to seek recognition and blaze new trails; to climb rugged mountain slopes just to stand a few moments on the highest peak; to perform in a play; or to rocket to the moon.

## **Importance of the Family**

We recognize that family - a young person's social network, is the most influential context in which children and youth learn. Our encouragement and support of the caring role in this process is imperative.

## **Importance of Role Models**

Role models play an important part in young people's lives. Boys' and Girls' Clubs search out and support those who model honesty, enthusiasm, fair play, respect, tolerance and forgiveness.

## **Commitment to Volunteers**

Boys' and Girls' Clubs value volunteers. Our management and service structures reflect this commitment. The involvement and support of volunteers is essential to the maintenance of socially and economically responsible programs.

## **Co-operation**

Boys' and Girls' Clubs will co-operate with families, other service organizations and governments to most effectively address the needs of children and youth. ;

## **Neighbourhood and Community**

Boys' and Girls' Clubs believe that neighbourhood and community-based approaches that reach out to children and youth and families hold the greatest potential for fulfilling our agency mission.

## **Advocacy**

Boys' and Girls' Clubs advocate positions and actions which further the common good of children, families and community.

CULTURE & RECREATION

DATE SEP 02 1997

DIRECTOR	<input checked="" type="checkbox"/>	RF
MANAGERS	<input checked="" type="checkbox"/>	KH
TECHNICALS.	<input type="checkbox"/>	
ADMINS.	<input type="checkbox"/>	
Kiwanis Boys Girls		

HAMILTON EAST KIWANIS  
BOYS' AND GIRLS' CLUB INC.  
HAMILTON, ONTARIO  
FINANCIAL STATEMENTS  
DECEMBER 31, 1996



## CONTENTS

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Balance Sheet	2
Statement of Revenue, Expenditure and Surplus	3
Statement of Changes in Financial Position	4
Notes to Financial Statements	5

# D. Chris Tully

CHARTERED ACCOUNTANT

681 Main Street East, Hamilton, Ontario L8M 1K3

Tel.: (906) 544-8802

4244 Dunvegan Road, Burlington, Ontario L7L 1P8

Tel.: (905) 333-4558 / Fax: (905) 639-4857

## AUDITOR'S REPORT

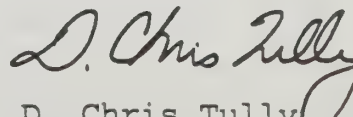
### To the Directors of the Hamilton East Kiwanis Boys' and Girls' Club Inc.

I have audited the balance sheet of Hamilton East Kiwanis Boys' and Girls' Club Inc. as at December 31, 1996 and the statements of revenue, expenditure and surplus, and changes in financial position for the year then ended. These financial statements are the responsibility of the organization's management. My responsibility is to express an opinion on these financial statements based on my audit.

Except as explained in the following paragraph, I conducted my audit in accordance with generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management as well as evaluating the overall financial statement presentation.

In common with many charitable and non-profit organizations, the organization derives revenue from donations, sponsorships and fund raising events, the completion of which is not susceptible of satisfactory audit verification. Accordingly, my verification of these revenues was limited to the amounts recorded in the records of the organization and I was not able to determine whether any adjustments might be necessary to donation revenues, excess of revenue over expense, assets and surplus.

In my opinion, except for the effect of adjustments, if any, which I might have determined to be necessary had I have been able to satisfy myself concerning the completeness of the donations, sponsorships and fund raising events referred to in the preceding paragraph. These financial statements present fairly, in all material respects, the financial position of the organization as at December 31, 1996 and the results of its operations and the changes in its financial position for the year then ended in accordance with generally accepted accounting principles.



D. Chris Tully  
Chartered Accountant

Burlington, Ontario  
March 5, 1997

HAMILTON EAST KIWANIS BOYS' AND GIRLS' CLUB INC.  
BALANCE SHEET  
DECEMBER 31, 1996

	<u>1996</u>	<u>1995</u>
<u>Assets</u>		
Current		
Cash	\$143,014	\$ 98,003
Receivables	1,988	2,571
Prepaid expenses	<u>500</u>	<u>-</u>
	145,502	100,574
Building reserve fund - cash	<u>230,137</u>	<u>193,337</u>
	<u>\$375,639</u>	<u>\$293,911</u>
<u>Liabilities</u>		
Current		
Payables and accruals (note 2)	<u>\$143,802</u>	<u>\$100,066</u>
<u>Equity</u>		
Reserve - Building fund (note 3)	230,137	193,337
Surplus	<u>1,700</u>	<u>508</u>
	<u>231,837</u>	<u>193,845</u>
	<u>\$375,639</u>	<u>\$293,911</u>

APPROVED ON BEHALF OF THE BOARD:

K Stone

M. Sullivan

Directors



HAMILTON EAST KIWANIS BOYS' AND GIRLS' CLUB INC.  
STATEMENT OF REVENUE, EXPENDITURE AND SURPLUS  
YEAR ENDED DECEMBER 31, 1996

	<u>1996</u>	<u>1995</u>
Revenue		
City of Hamilton	\$212,315	\$212,000
Donations	18,080	11,286
Membership dues	23,154	22,086
Program revenue	120,892	174,375
Rental revenue	15,150	24,831
Special events	17,768	14,628
United Way	101,017	102,094
Government grants	<u>264,686</u>	<u>295,080</u>
	<u>773,062</u>	<u>856,380</u>
Expenditures		
Wages and benefits	542,507	601,008
Transportation (note 4)	19,403	18,238
Training	506	2,711
Property occupation	59,442	95,464
Program supplies	79,680	94,692
Administrative costs (note 4)	<u>70,332</u>	<u>65,961</u>
	<u>771,870</u>	<u>878,074</u>
Revenue (expenditure) in excess of expenditure (revenue)	1,192	( 21,694)
Surplus, beginning of year	<u>508</u>	<u>202</u>
	1,700	( 21,492)
Deficit reduction grant - Hamilton East Community Services Corp.	<u>-</u>	<u>22,000</u>
Surplus, end of year	<u>\$ 1,700</u>	<u>\$ - 508</u>

HAMILTON EAST KIWANIS BOYS' AND GIRLS' CLUB INC.  
STATEMENT OF CHANGES IN FINANCIAL POSITION  
YEAR ENDED DECEMBER 31, 1996

	<u>1996</u>	<u>1995</u>
Cash derived from (used for)		
Operating activities		
Revenue (expenditures) in excess of expenditure (revenue)	\$ 1,192	\$(21,694)
Change in receivables	583	1,134
prepaid expenses	( 500)	-
payables & accruals	( 43,736)	( 30,460)
Deficit reduction grant	<u>-</u>	<u>22,000</u>
	<u>( 45,011)</u>	<u>( 29,020)</u>
Increase (decrease) in cash	( 45,011)	( 29,020)
Cash, beginning of year	<u>98,003</u>	<u>127,023</u>
Cash, end of year	<u>\$143,014</u>	<u>\$ 98,003</u>

HAMILTON EAST KIWANIS BOYS' AND GIRLS' CLUB INC.  
NOTES TO FINANCIAL STATEMENTS  
DECEMBER 31, 1996

1. Accounting policy  
 The accounting policies of the Club are in accordance with generally accepted accounting principles except for the accounting treatment for purchase of fixed assets. Outlined below is the policy considered particularly significant.  
 (a) All equipment is charged to operations in the year of purchase.
  
2. Payables and accruals  
 Included in this amount is \$86,407 (1995 \$86,407) payable to Hamilton East Community Services Corp.
  
3. Reserves - building
 

	<u>1996</u>	<u>1995</u>
Balance, beginning of year	\$193,337	\$185,012
Interest earned	6,830	8,325
Contributions	<u>29,970</u>	<u>-</u>
Balance, end of year	<u>\$230,137</u>	<u>\$193,337</u>
  
4. Administration fee of \$26,000 (\$26,000 - 1995) was paid to Hamilton East Community Services Corp.  
 Included in the transportation is a vehicle lease fee of \$6,000 (\$6,000 - 1995) paid to Hamilton East Community Services Corp.





11. (b.)

**CITY OF HAMILTON  
- RECOMMENDATION -**

**DATE:** 1997 November 10

**JAN 12 1998**

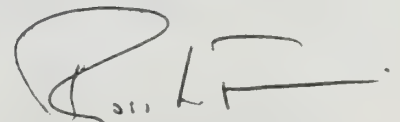
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** R..L. Fair  
Director of Culture and Recreation

**SUBJECT:** Award of Contract for Fire Alarm System  
Upgrade - Copps Coliseum

**RECOMMENDATION:**

- (a) That authorization be given to issue a purchase order in the amount of \$68,568.81 inclusive of GST (\$4,485.81) to Honeywell Limited of Hamilton to supply and install 10 FS90 fire panels within Copps Coliseum.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

This project to be financed from Capital Funds Account No. CF319651023 - Building Automation Upgrade (Phase 1).

The Original Equipment Manufacturer and supplier, Honeywell Limited, are the only suppliers of these replacement panels in order to interface with the existing Building Automation and Fire Safety Systems.

## **BACK GROUND:**

Included within the 1996 approved Capital Budget is an interim project to address the aging and mostly antiquated Building Automation System (B.A.S.) that services the heating, ventilating, air conditioning and life safety systems for a number of buildings in the downtown core. The system spans three generations of building control and computer hardware originally installed by Honeywell Limited. Each generation represented the best available field proven technology of its day and has been well maintained and supported through service contracts. However, the enormous advances in digital electronics and computing power since the early 80's have rendered even the most recent generation obsolete. The B.A.S. is scheduled for complete replacement in 2000. At this time, "open access systems" and non-proprietary software will be specified and installed in order to provide the City with the ability to receive competitive bids in future years for maintenance service, retrofits and installation.

The scope of the 1996 Capital Project addresses the immediate concerns with specific data gathering panels (FS20 panels at Copps Coliseum) and includes the commissioning of a detailed study of the entire B.A.S. to support the 2000 Capital Budget submission. The condition analysis and strategic planning of the system commenced in August of this year by Giffels Associates Limited and their preliminary report concludes "that all areas of the system are candidates for replacement or elimination, with few exceptions."

The original equipment supplier and the City's current equipment servicer, Honeywell Limited, have informed the City that the 19 FS20 fire alarm panels currently in place have been out of production for several years and that parts to maintain them are becoming increasingly more difficult to obtain. It is recommended that these fire panels be replaced before equipment failure renders the system inoperable. The FS20 fire alarm panels form an integral part of the life safety equipment originally installed at Copps Coliseum and will be replaced by 10 FS90 panels.

RLF/tjf

cc.     A. Ross, City Treasurer  
          B.N. Calder, H.E.C.F.I.  
          R. Desnoyers, Assistant Manager, Building Operations & Maintenance  
          T.J. Fehr, Chief Engineer, Building Operations & Maintenance



11. (c)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 14

**REPORT TO:** Mrs. Susan Reeder, Secretary  
Finance and Administration Committee

**FROM:** Ross L. Fair  
Director  
Department of Culture and Recreation

**SUBJECT:** **STRATEGIC DIRECTION FOR NEW CAPITAL  
AND CAPITAL MAINTENANCE PROJECTS -  
CITY-OWNED BUILDINGS**

**RECOMMENDATION:**

That Council endorse the Strategic Direction for New Capital and Capital Maintenance Projects for City-owned buildings not dedicated to culture and recreation purposes as described in the the document attached hereto as Schedule A.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

There are no financial implications associated with endorsement of this recommendation. Council will deal with the outcomes of this strategic direction during its review of the 1998-2007 Capital Plan.

A similar document is being submitted to the Parks and Recreation Committee as it has jurisdiction for city-owned buildings and facilities dedicated to culture and recreation purposes.

**BACKGROUND:**

Please see document attached hereto as Schedule A.

## STRATEGIC DIRECTION

### NEW CAPITAL AND CAPITAL MAINTENANCE PROJECTS

#### NON-CULTURE AND RECREATION FACILITIES AND BUILDINGS

##### OVERVIEW:

The Department of Culture and Recreation exists to enhance the quality of life in the City Hamilton through the provision of arts, heritage, sport and recreation services. It has also been assigned responsibility for the stewardship and management of all city-owned buildings and facilities.

The building inventory includes up to 200 properties and includes City Hall, fire stations, museums, arenas, recreation centres, major outdoor stadia, fieldhouses, tennis and lawn bowling facilities and other civic properties. The Kings Forest and Chedoke Civic Golf Courses and Chedoke Winter Ski Park further add to this list of properties under the jurisdiction of the Department.

The functions and uses of these buildings vary greatly. City Hall, for example, serves as the focal point for civic life in our community. It is a meeting place, a place of business and a downtown attraction.

For the past number of years, up to three civic departments have given consideration to the capital requirements of the city's buildings and facilities. Through a series of reorganizations City Council has now concentrated this responsibility with the Director of Culture and Recreation.

Staff of the Department have just completed a total review of capital needs and capital budget development processes and are presenting this Strategic Plan for the consideration and approval of City Council for implementation for the 1998 Ten Year Capital Plan.

##### MISSION:

Buildings and facilities in the ownership of the City of Hamilton set the standard for appearance, cleanliness, energy efficiency and ease of access and use. Pride of ownership is an essential element of being a good neighbour. The City's buildings and facilities reflect taxpayers' pride in their heritage, their community and their institutions.

The staff of the Department of Culture and Recreation are committed to achieving this mission in fulfillment of their role as stewards and managers of the City's inventory of buildings and facilities.

We will achieve this mission by adhering to the principles outlined in this plan and by adhering to a planning process that ensures that:

- \* need for buildings and facilities is clearly understood
- \* use of buildings and facilities drives design and construction
- \* designs for retrofits and new construction balance use, design, maintenance and safety objectives

## **PRINCIPLES:**

### **1. FUNCTIONAL AND USER-FRIENDLY BUILDINGS AND FACILITIES:**

All buildings and facilities must provide a positive environment in order to ensure that the intended uses can be carried out effectively and efficiently.

### **3. ENERGY EFFICIENT AND ENVIRONMENTALLY FRIENDLY BUILDINGS AND FACILITIES:**

The development of a strategic energy plan; increased investment in building automation system technology and modernization of the Central Utilities Plant through the District Heating initiative will maximize energy efficiency, thereby reducing costs and ensure compliance with global environmental initiatives in the area of greenhouse gases. The application of other environmentally friendly objectives will carefully considered.

### **3. BUILDINGS AND FACILITIES THAT MAXIMIZE CAPITAL INVESTMENT THROUGH PROACTIVE LIFE CYCLE MAINTENANCE:**

The capital construction and maintenance programs ensure that buildings and facilities perform up to and beyond city and industry standards throughout their life cycle.

## **CURRENT STATE:**

The vast majority of the City's buildings are near or at the end of their normal life cycle. Past capital planning approaches have been specific and fragmented. The mandate in the recent past has been simply to fix what is broken. Until recently, little attention has been paid to evaluation of use and aesthetics.

## **PREFERRED STATE:**

In order to achieve the Mission, it is necessary to adopt a broader and more aggressive capital strategy. Balance must be achieved relative to use, maintenance, design and safety. The capital



review and prioritization process documents and recommends capital priorities on a more coordinated and systematic way.

This "Total Building Approach" will ensure that any future investment will return full value in terms of programming and efficiency of operation.

#### ASSET MANAGEMENT PROGRAM:

Staff are proposing the adoption of an Asset Management Program. By its very name, the program assumes that each and every one of the city's buildings and facilities is an "asset" in true financial terms. As such, it is imperative that the value of these public assets be protected and enhanced.

Beyond financial considerations, these public assets fulfill a civic purpose in that they are used for a variety of needed and important functions.

The Total Building Approach that characterizes the Asset Management Program examines each building and facility in its totality and considers capital requirements across a number of dimensions:

**1. PROGRAMMING:**

For what purpose is the asset intended to be used? Does the current state of the asset facilitate the full and effective use? Does it meet current trends and standards relative to use? Is it organized in such a way as to maximize revenues, should this be an element of its use?

**2. IMAGE:**

Does the asset present an external appearance in keeping with the Mission? Does it have an attractive address? Is the asset present an appealing internal appearance? Are users comfortable?

**3. OPERATIONAL MAINTENANCE:**

Does the asset perform to code, city or industry standards? Is it energy efficient? Is it time to replace major infrastructure elements? What's worn out? What needs to be replaced? What needs to be done to support changes to programming?

#### PRIORITIES:

Staff of the Department of Culture and Recreation Department, in consultation with stakeholders have developed a draft Ten Year Capital Plan for each asset for consideration during the 1998 Capital Budget based on the principles of this strategy.

Priority will continue, in the short term, to be placed on the evaluation and retrofit of existing assets.

New projects will also be evaluated based on service need and financial impact.



11. (d.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 14

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** R. L. Fair, Director  
Culture and Recreation Department

**SUBJECT:** Award of Contract for the Supply of Air Filters  
For Various Culture and Recreation Facilities

**RECOMMENDATION:**

That authorization be given to establish an open order with Dafco Filtration Products Limited on a per unit cost basis for the years 1998, 1999, 2000. Estimated yearly cost of filters approximately in the \$35,000. to \$40,000. Dafco Filtration Products Limited was the lowest acceptable tender received in accordance with the specifications (REF: C20-2997) issued by the Purchasing Division.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The cost to purchase filters to be funded from various Culture and Recreation 1998 maintenance accounts.

**BACKGROUND:**

In response to the tender (REF: C20-2997) issued by the Purchasing Division three quotations were received; National General Filter, Farr Incorporated and Dafco Filtration. Dafco Filtration was the lowest yearly cost to supply the air filters as stated in the tender documents.

The types of air filters used in the many various Culture and Recreation facilities range from a basic furnace type air filter to high efficiency bag filters. These filters are used to filter out particular matter from the air before being distributed to various locations in the buildings.

By maintaining an efficient filtering program in our facilities we receive; longer equipment life cycle, reduced cleaning costs, extended duration of painted surfaces and improved air quality for tenants and patrons.

c.c. A. Ross, City Treasurer  
R. Desnoyers, Assistant Manager, Building Operations and Maintenance  
T. Fehr, Chief Engineer, Building Maintenance and Maintenance



12.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 7

**REPORT TO:** Mrs. S. Reeder, Secretary  
Finance and Administration Committee

**FROM:** W.H. Shoemaker  
Fire Chief

**SUBJECT:** Purchase of One (1) Combination Aerial Ladder Truck

**JAN 12 1998**

**RECOMMENDATION:**

- a) That a purchase order be issued to Smeal Fire Apparatus Co., West Snyder, Nebraska, in an amount not to exceed \$888,350.38 (Canadian Funds) including all applicable taxes, for the supply and delivery of one (1) Combination Aerial Ladder Truck, in accordance with the specifications issued by the Purchasing Division and the vendor's tender. This bid is the lowest acceptable bid received.
- b) That this expenditure be financed through Capital Account CF 5531 489851027 - Replacement of Snorkel Truck.
- c) That the Mayor and the City Clerk be authorized and directed to execute the above mentioned contract in a form satisfactory to the City Solicitor.

*W. Shoemaker*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The amount shown above in the recommendation includes G.S.T. @ 7%. P.S.T. is not applicable. The net cost after G.S.T. rebate and trade-in / disposal of the vehicle being replaced, will not exceed \$794,561.52. The approved budget for this purchase is \$800,000.

All purchasing policies and procedures have been followed and this recommendation is endorsed by the Purchasing Division.

**BACKGROUND:**

The tender was advertised in The Spectator and thirteen companies were notified. Eleven companies picked up the tender documents.

Seven bids were received. Two companies advised that they were unable to bid at this time; two bids did not meet the specifications; one bid was incomplete; one bid from ResQtech Fire Apparatus was received at a value of \$911,035.

WHS/RDJ/so

cc A. Ross, Treasurer  
C. Rendell, Intermediate Buyer





**CONSENT AGENDA**

**FINANCE AND ADMINISTRATION COMMITTEE**

**Tuesday, 1998 January 20th**

**1:30 o'clock p.m.**

**Room 233, City Hall**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Minutes of the Regular Meeting held on Thursday, 1997 December 11th.

**B. TREASURER**

Authorization to enter into Extension Agreements on Specific Properties for the Payment of Realty Tax Arrears

**C. THE HAMILTON PARKING AUTHORITY**

Closing Capital Accounts

**D. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items



Thursday, 1997 December 11  
2:00 o'clock p.m.  
Room 233, City Hall

A.

**The Finance and Administration Committee met.**

**Present:**

Alderman D. Wilson, Chairman  
Alderman D. O'Sullivan, Vice-Chairman  
Mayor Robert M. Morrow  
Alderman M. Caplan  
Alderman A. Horwath  
Alderman D. Haining  
Alderman C. Collins  
Alderman B. Charters  
Alderman B. Kelly

**Also Present:**

Alderman F. Eisenberger  
Alderman G. Copps  
Alderman B. Morelli  
Alderman T. Jackson  
Alderman R. Corsini  
Alderman M. Kiss  
J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
P. Noé Johnson, City Solicitor  
J. Schatz, City Clerk  
M. Watson, Real Estate Division, City Clerk's Department  
Fire Chief W. Shoemaker  
L. King, Building Commissioner  
R. Fair, Director of Culture and Recreation  
T. Whitehead, Mayor's Office  
G. Desjarlais, Fire Department  
J. Winn, Fire Department  
J. Cardwell, Fire Department  
N. Adhya, Treasury  
B. Gilchrist, Treasury  
D. Lobo, Commissioner of Public Works and Traffic  
Susan K. Reeder, Secretary

**A G E N D A**

**1. IN CAMERA AGENDA**

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session, and approved the following:

**AA. CITY SOLICITOR/TREASURER - Hamilton Harbour Terminals Inc. Settlement - 231 Burlington Street East**

- (a) That the City of Hamilton accept Hamilton Harbour Terminals Inc. (former tenant at 231 Burlington Street East) proposal to pay back its Outstanding Business and Realty Taxes through payments of \$7,500 per month, until the debt of \$168,203.89, plus interest, is fully paid; and,
- (b) That the City of Hamilton enter into a repayment agreement with Hamilton Harbour Terminals Inc. for the payment of all Outstanding Realty Taxes satisfactory to the City Treasurer and the City Solicitor; and,
- (c) That Outstanding Realty Taxes in the amount of \$245,081.81 be written-off in accordance with Section 441 of the Municipal Act, R.S.O. 1990 and charged to Account CH53401 24106, Tax Write-offs.

**ADDED CC.(i) - TREASURER - Enforcement Action - 231 Gage Avenue North**

- (a) That the City of Hamilton Fire Department be authorized to contract with an outside vendor to remove and temporarily store the combustible contents contained in the building located at 231 Gage Avenue North as authorized by the Fire Safety Commission decision on 1997 November 14; and,
- (b) That any City costs associated with the removal and disposal of combustible contents contained in the building located at 231 Gage Avenue North to a maximum of \$125,000 be funded from the Reserve for Contingencies (Centre CH 00115); and,
- (c) That any subsequent recoveries of such costs be credited to the same Reserve for Contingencies (Centre CH 00115).

**EE. CITY SOLICITOR - City of Hamilton -ats- Scott MacDonald Limited; Ontario Court (General Division) Action #408/97**

- (a) That the City resolve all outstanding issues of City of Hamilton - ats- Scott MacDonald Limited in Ontario Court (General Division) Action No. 408/97 by accepting the Plaintiff's Offer of Settlement and approving the Minutes of Settlement signed by counsel for both parties dated 1997 November 25th.
- (b) That a Task Force be struck comprised of Mayor R. Morrow, Alderman C. Collins, Alderman D. O'Sullivan, Alderman R. Corsini, Alderman A. Horwath and Alderman D. Wilson to meet with Mr. Sandy MacDonald to arrive at a mutually agreeable solution to bring forward for Council's consideration by 1998 February 28.

**FF. CHIEF ADMINISTRATIVE OFFICER/COMMISSIONER OF HUMAN RESOURCES - Compensation for Management and Non-Union Groups**

- (a) That the moratorium on non-union salary increases endorsed by City Council effective 1993 January 1, be lifted; and,
- (b) That a 3.5% salary increase be implemented effective 1997 July 1, for non-union classifications "L" to "Q" to reduce compression, and to retain equity, with equivalent unionized positions; and,
- (c) That a 1.5% salary increase be implemented effective 1997 July 1, for non-union classifications "A" to "K"; and,
- (d) That the City Treasurer recommend a method of financing recommendations (b) through (c); and,
- (e) That the reduced benefit plan, providing for medical, dental, group life, vision, and early retirement benefits, negotiated with C.U.P.E. Local 167, replace the current non union benefit plan, effective with Council approval, for all non union employees and elected officials eligible for benefit coverage; and,
- (f) That the Commissioner of Human Resources prepare a report for the Finance and Administration Committee detailing the cost of replacing the current Management Job Evaluation Plan with one which more properly reflects the City's current needs.



ADDED - TREASURER - Proposed Extension Agreement(s)/Payment Arrangements for (7) Properties known as 263, 269, 271, 275 & 279 Bay Street North, 32 Tiffany St., and 107 Stuart St.

- (a) That the City enter into Extension Agreements, to include special provisions for building permit and site remediation requirements in a form satisfactory to the City Solicitor, with the owner of lands at 269 and 271 Bay Street North, 32 Tiffany Street and 107 Stuart Street, as prescribed by the Municipal Tax Sales Act, for the payment of outstanding realty tax arrears, penalty, and interest; and,
- (b) That the Mayor and Clerk be authorized to execute all such agreements; and,
- (c) That the Treasurer enter into payment arrangements for the payment of outstanding realty tax arrears, penalty and interest for the properties known as 263, 275, and 279 Bay Street North .

At this point, the Committee recessed to meet with the Chief Administrative Officer. The Committee reconvened, and gave consideration to its Consent Agenda as follows:

2. CONSENT AGENDA

The Committee was in receipt of its Consent Agenda, and approved the following:

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

The Committee was in receipt of the minutes of its Regular Meeting held on Thursday, 1997 December 11th, and approved these minutes as circulated.

B. TREASURER

- (i) Supply and Delivery of Xerographic Paper to Various Departments as required to September 1998.

The Committee was in receipt of a report from the Treasurer dated 1997 October 16, respecting the above noted matter, and approved the following:

That a purchase order be issued to Graphic Resources, Mississauga, for the supply and delivery of xerographic paper as and when required during the next 12 months, being the lowest acceptable of five (5) bids received in accordance with specifications issued by the Purchasing Department and the Vendor's tender, and be financed through various approved accounts.

- (ii) Authorization to enter into Extension Agreements on Specific Properties for the Payment of Realty Tax Arrears.

The Committee was in receipt of a report from the Treasurer dated 1997 November 7, respecting the above noted matter.

The Committee approved the following:

- (a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on 1994 June 28:

320 King E.	1521 Upper Ottawa
102 West Ave. N.	22 Aqua Santa
000 East 21st	1443 Upper James
236 Ottawa N.	1521 Upper Ottawa Unit 8
315 King E.	1521 Upper Ottawa Unit 3
000 Burlington E.	123 Princess
210 Burlington E.	70 Covington
1014 King W.	249 Hess N.
202 Belmont	938 Burlington E.
418 Upper Wellington	315 Beach Blvd.
18 Whitfield	100 Locke S.
228 Upper Paradise	124 Walnut S.
1314 Upper Wentworth	107 Stuart
2 Wark	16 McKinsty
15 Eldorado	271 Bay N.
32 Tiffany	772 Upper Paradise
361 Wellington N.	130 Stapleton
269 Bay N.	216 Dundurn S.
772 Upper Paradise	144 Barton E.

- (b) That the By-law to authorize the said Extension Agreements be enacted by Council; and,
  - (c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.
- (iii) **Tax Applications processed under Section 443, Subsection (5) of the Municipal Act, Chapter 45, Statutes of Ontario 1990**

The Committee was in receipt of a report from the Treasurer dated 1997 November 26, respecting the above noted matter.

The Committee approved the following:

That Realty and Business Tax Applications processed under Section 443, of The Municipal Act, Chapter 45, Statutes of Ontario, 1990 in the amount of \$7,656.45 be approved and charged to CH55307-24104 Tax Remissions.

**C. CITY SOLICITOR - Transfer of Debenture Proceeds**

The Committee was in receipt of a report from the City Solicitor dated 1997 November 19, respecting the above noted matter, and approved the following:

That a By-law to amend By-law No. 95-090 and By-law No. 97-033 to cancel the previously approved funding for the Co-Generation Debenture Project be enacted by Council.

**D. BUILDING COMMISSIONER/DIRECTOR OF CULTURE AND RECREATION - Barrier Free Design Modification to Specific Locations at City Hall - Construction Contract**

The Committee was in receipt of a joint report from the Building Commissioner and the Director of Culture and Recreation dated 1997 December 2, respecting the above noted matter.

The Committee approved the following:

- (a) That a contract be given to BESTCO Construction Corporation in the amount of \$83,690 including G.S.T. for the Barrier Free Design Modification of the Hamilton City Hall; and,

- (b) That a contract satisfactory to the City Solicitor be entered between the City and BESTCO Construction Corporation, 62 Earl Street, Hamilton, Ontario; and,
- (c) That the Building Commissioner be authorized to carry a \$12,000 Project Contingency to cover the asbestos removal and any additional unforeseen items which may arise; and,
- (d) That the Mayor and City Clerk be authorized and directed to execute the associated contract in a form satisfactory to the City Solicitor; and,
- (e) That these expenditures are funded from the Account: CF 329441017 - Barrier Free Design Modifications, Hamilton City Hall.

**E. DIRECTOR OF INFORMATION SYSTEMS/CHIEF ADMINISTRATIVE OFFICER**

**(i) Payment of 1998 Information Builders Software Maintenance Invoice**

The Committee was in receipt of a joint report from the Director of Information Services and the Chief Administrative Officer dated 1997 November 27, respecting the above noted matter, and approved the following:

That the 1998 invoice for \$20,244.74 (includes PST & GST) from Information Builders Canada Inc. be authorized for payment from Account CH 5609X-26021 (User Software).

**(ii) Payment of 1998 Geac Financial Software Maintenance**

The Committee was in receipt of a joint report from the Director of Information Services and the Chief Administrative Officer dated 1997 November 7, respecting the above noted matter, and approved the following:

That the 1998 invoice for \$104,780 (includes PST & GST) from Geac Canada Limited be authorized for payment from Account CH 5609X-26021 (User Software).

**F. DIRECTOR OF CULTURE AND RECREATION - Closure of Culture and Recreation Department Capital Projects**

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1997 November 28, respecting the above noted matter.

The Committee approved the following:

That the City Treasurer be directed to close the following Capital Project accounts with any excess funding to be transferred to its original source of financing.

Capital Centre Number	Project Description	Authorized Gross Cost	Expended/ Committed To Date	Balance Available	Source(s) of Financing
a) 319441015	Sir Allan MacNab Recreation Centre Bldg. Envelope Repairs	\$250,000.	\$249,982.	\$18.	DEB
b) 319541004	City Hall - Roof Replacement	318,000.	307,521.	10,479.	DEB
c) 319641024	Market/Library - Reroofing (Phase II)	578,000.	577,192.	808.	RCP
d) 319741036	Rink Board Replacement - Eastwood & Coronation Arenas	180,000.	179,961.	39.	RCP
<b>TOTAL</b>				<b>\$11,344.</b>	



**G. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE****(i) 1998 Meeting Schedule**

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1997 December 1, respecting the above noted matter.

The Committee approved the following:

<b><u>FINANCE AND ADMINISTRATION COMMITTEE</u></b> <b><u>SCHEDULE OF MEETINGS FOR 1998</u></b>				
Report titles to be listed in the "S" Directory by 5:00 o'clock p.m. (All Fridays - with exception of Thursday, April 9)	Reports to be submitted to Committee Secretary by 12:00 o'clock noon.	Agenda Review Meetings @ 2:30 o'clock p.m. in Room 264, with the exception of those indicated with an "*" - in Room 219.	Committee Meetings @ 1:30 o'clock p.m. in Room 233.	City Council Meetings @ 7:30 o'clock p.m.
January 9	January 12	January 13	January 20	January 27
January 23	January 26	January 27	February 3	February 10
February 6	February 9	February 10	February 17	February 24
February 20	February 23	February 24	March 3	March 10
March 13	March 16	March 17	March 24	March 31
March 27	March 30	March 31	April 7	April 14
April 9	April 13	April 14	April 21	April 28
April 24	April 27	April 28	May 5	May 12
May 8	May 11	May 12	May 19	May 26
June 12	June 15	June 16	June 23	June 30
June 26	June 29	June 30	July 7	July 14
August 7	August 10	August 11	August 18	August 25
September 11	September 14	September 15	September 22	September 29
September 25	September 28	September 29	October 6	October 13
October 9	October 13 **By 10:00 a.m.	October 13	October 20	October 27
October 23	October 26	October 27	November 3	November 10
November 6	November 9	November 10	November 17	November 24
November 20	November 23	November 24	December 1	December 8
<b>** Due to the Thanksgiving Holiday on Monday October 12, please have your reports submitted no later than 10:00 a.m. on Tuesday, October 13.</b>				

**(ii) Information Items**

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1997 December 4th, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:



- (a) Recommendation from the Commissioner of Public Works and Traffic to the Secretary of the Transport and Environment Committee - Construction of Sirente Drive -report dated 1997 September 26.
- (b) Recommendation from the Commissioner of Public Works and Traffic to the Secretary of the Transport and Environment Committee - 1997 Servicing Expenditures related to Sub-divisions - report dated 1997 September 25.
- (c) Information Report - Treasurer - Sale of Tax Arrears Properties - report dated 1997 October 23.
- (d) Correspondence - Federation of Canadian Municipalities - The Federation of Canadian Municipalities (FCM) - Capacity and Value - letter dated 1997 September 26, plus Encl.
- (e) Information Report - City Clerk - Freedom of Information Requests - Substantial increase noted in requests - report dated 1997 October 27
- (f) Information Report - City Solicitor - Bill 65 - City of Hamilton Act - Licensing Committee - report dated 1997 October 27
- (g) Correspondence - Town of Ancaster - St. John Ambulance - Financial Assistance Request - letter dated 1997 October 24.
- (h) Correspondence - Manager, Real Estate Division - Real Estate Division of the Property Department - Services to the Region for the Third Quarter of 1997 - letter dated 1997 October 29.
- (i) Correspondence - The Corporation of the Township of Glanbrook - St. John Ambulance -Financial Assistance - letter dated 1997 October 21.
- (j) Correspondence - The Federation of Canadian Municipalities - thank-you letter to the City of Hamilton for its political and financial support to FCM's campaign to ensure that municipal governments recover costs imposed on them by federally-regulated telecommunications companies and receive a normal rate of return for the use of municipal rights-of-way - letter dated 1997 October 16.
- (k) Correspondence - Regional Municipality of Peel - Plastimet Fire - 363 Wellington Street North - letter dated 1997 September 29.
- (l) Correspondence - Ministry of Municipal Affairs and Housing - Bulletin on changes that are being made to the assessment and property taxation system in Ontario through the Fair Municipal Finance Act - letter dated 1997 October.14
- (m) Correspondence - The Corporation of the City of Gloucester - Payment-in-lieu of taxes -letter dated 1997 October 21.
- (n) Correspondence - Corporation of the Town of Dundas - St. John Ambulance - File F11 -letter dated 1997 October 27.
- (o) Correspondence - Co-operative Housing Federation of Canada - Financial Impact of Proposed Downloading of Social Housing on Upper Tier Municipalities - letter dated 1997 October 29.
- (p) Recommendation from Commissioner of Public Works and Traffic to the Secretary of the Transport and Environment Committee - Construction of Sirente Drive, Hamilton - report dated 1997 November 4.

- (q) Recommendation from the Chief Administrative Officer to the Secretary of the Transport and Environment Committee - "Additional funding" - Construction of Sirente Drive - report dated 1997 November 6.
- (r) Correspondence - The Town of Pickering - Teachers' Strike - letter dated 1997 October 31.
- (s) Correspondence - Regional Clerk, Regional Municipality of Hamilton-Wentworth - Development Charges Act - Notice of the Passing of By-law R97-082, being a by-law to amend the Development Charges By-law R94-064, as amended, of the Regional Municipality of Hamilton-Wentworth - letter dated 1997 October 30.
- (t) Information Report - Commissioner of Human Resources - Appointments To and Terminations from Permanent Positions with the Corporation of the City of Hamilton - report dated 1997 November 7.
- (u) Information Report - P&C - City Solicitor - City of Hamilton -ats- Scott MacDonald Limited; Ontario Court (General Division) Action #408/97 - report dated 1997 November 12th
- (v) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts as at October 31, 1997 - report dated 1997 November 17th
- (w) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at October 31, 1997 - report dated 1997 November 17th
- (x) Conference Information - Rural Ontario Municipal Association - A.M.O. - "Out of the Jungle - Into the new Municipal Millennium - 1998 February 8-11, Toronto"

## REGULAR AGENDA

### 3. DELEGATION

#### (a) Representatives - Hamilton Nutcracker Ballet and Festival

##### (i) Report - Chief Administrative Officer - Hamilton Nutcracker Ballet and Festival

The Committee was in receipt of a report from the Chief Administration Officer dated 1997 December 4, respecting the above noted matter.

##### (ii) Report - Treasurer - Financing the cost of a Grant/Loan to the Canadian Ballet Youth Ensemble for the Hamilton Nutcracker Ballet

The Committee was in receipt of a report from the Treasurer dated 1997 December 9, respecting the above noted matter.

These matters were tabled.

**4. TREASURER****(a) Corporate Overview of the Quarterly Reports as at 1997 September 30**

The Committee was in receipt of a report from the Treasurer dated 1997 November 28, respecting the above noted matter.

The Committee approved the following:

- (a) That the compensation to the Hamilton Parking Authority for the actual loss of revenue due to the one-year Downtown Parking Initiative for two hours of free parking at the York Boulevard Parking Garage, at a cost not to exceed \$450,000, be financed as follows:
  - (i) The actual revenue loss for 1997 estimated as \$300,000 be funded from any available 1997 Year End Surplus; and,
  - (ii) The balance of the program approximating \$150,000 be reflected in the 1998 Current Budget; and,
- (b) That an overdraft to the 1997 Law Department Budget in the amount of \$150,000, due to additional costs incurred in the Outside Counsel Account, be approved and be funded from any available 1997 Year End Surplus.

**(b) Financial Accounts and Other Non-Departmental Budgets Quarterly Report as at 1997 September 30**

The Committee was in receipt of an information report from the Treasurer dated 1997 November 30, respecting the above noted matter, and agreed to receive this document for information purposes.

**(c) Writeoff of Outstanding Business Taxes**

The Committee was in receipt of a report from the Treasurer dated 1997 December 1, respecting the above noted matter.

The Committee approved the following:

That outstanding business taxes in the amount of \$679,225.01 be written-off in accordance with Section 441 of the Municipal Act, R.S.O. 1990 and charged to account CH53401 24106, Tax Write-offs.

**(d) Writeoff of Outstanding Accounts Receivable**

The Committee was in receipt of a report from the Treasurer dated 1997 December 1, respecting the above noted matter, and approved the following:

That outstanding Accounts Receivable in the amount of \$8,051.56 be written off and charged to Account CH 15401 00001.

**(e) 5% Land Dedication Revenue - Refund of Loss during the Moratorium Period**

The Committee was in receipt of a report from the Treasurer dated 1997 November 28, respecting the above noted matter.

The Committee approved the following:

That the City Treasurer be authorized to transfer \$560,576.06 from the Reserve for Capital Projects, Account Centre No. CH 00203 to the Reserve for Park Lands - 5% Land Dedication, Account Centre No. CH 00201 for the loss of revenue of the 5% Park Dedication from building permits processed for the purpose of a single family dwelling during the moratorium period 1996 July 10 to 1997 July 11 as calculated by the Building Department.

(i) Information Report - Building Commissioner - 5% Land Dedication Moratorium - Impact on Construction Activity

The Committee was in receipt of an information report from the Building Commissioner dated 1997 December 4, respecting the above noted matter, and agreed to receive this document as information.

(f) Temporary Borrowing By-law

The Committee was in receipt of a report from the Treasurer dated 1997 November 26, respecting the above noted matter, and approved the following:

- (a) That the City be authorized to temporarily borrow monies to meet Current Budget Expenditures for 1998 pending receipt of Current Revenues; and,
- (b) That the appropriate borrowing by-law be approved.

(g) Realty Tax Bills and Insert for 1998 Pre-Levy Billing

The Committee was in receipt of a report from the Treasurer dated 1997 December 4, respecting the above noted matter.

The Committee approved the following:

- (a) That the billing form, as submitted to the Finance and Administration Committee and available from the Committee Secretary upon request, be adopted for use for the billing of the City of Hamilton pre-levy taxation in 1998; and,
- (b) That staff continue to compose an insert to accompany the pre-levy bill similar to the draft, submitted to the Finance and Administration Committee and available from the Committee Secretary upon request.

The Committee was also in receipt of a document entitled "A Bulletin on the New Property Assessment and Taxation System in Ontario" circulated by the Province.

(h) 1997 November 25th Tax Sale and Writeoff of tax arrears on vested properties

The Committee was in receipt of a report from the Treasurer dated 1997 December 4, respecting the above noted matter.

The Committee approved the following:

- (a) That, in accordance with the policy approved by City Council on 1996 October 29, for properties vested with the City on tax sale, the tax arrears applicable to the following property be written off as uncollectible:
 

321 King Street East	\$ 58,078.12
647 King Street East	52,482.15
1063 Barton Street East	241,722.26
- (b) That the City's share of the uncollectible taxes and any other additional costs be charged to the Reserve for Property Purchases, Account CH 00102; and,
- (c) That the Region and the Board of Education's share of the uncollectible taxes be charged back to the Tax Write Off Account CH 24106 to recover the deficiency amount previously credited to these Bodies.



(i) 1997 February 11th Tax sale and Writeoff of tax arrears on 606 Aberdeen Avenue

The Committee was in receipt of a report from the Treasurer dated 1997 December 4, respecting the above noted matter, and approved the following:

- (a) That, in accordance with the policy approved by City Council on 1996 October 29, for properties vested with the City on tax sale, the tax arrears applicable to the following property be written off as uncollectible:

606 Aberdeen Avenue	\$ 2,065,554.03
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- (b) That the City's share of the uncollectible taxes and any other additional costs be charged to the Reserve for Property Purchases, Account CH 00102; and,

- (c) That the Region and the Board of Education's share of the uncollectible taxes be charged back to the Tax Write Off Account CH 24106 to recover the deficiency amount previously credited to these Bodies.

(j) Sexual Assault Centre (Hamilton & Area) - Request for Old PC

The Committee was in receipt of a report from the Treasurer dated 1997 November 28, respecting the above noted matter, and approved the following:

- (a) That the City Treasurer be authorized to donate to the Sexual Assault Centre a decommissioned PC 386 Model; and,
- (b) That the Sexual Assault Centre be required to arrange pick up from the City and be responsible for any transportation and installation costs.

5. GRANTS CO-ORDINATOR - Extension of 1998 General Grant Applications Deadline

The Committee was in receipt of a report from the Grants Co-Ordinator dated 1997 December 2, respecting the above noted matter.

The Committee approved the following:

That the deadline for the 1998 General Grant Applications previously approved by City Council on 1997 October 28, as 1998 Monday January 5, be extended to 1998 Friday January 30, due to the postal interruption.

6. CHIEF ADMINISTRATIVE OFFICER - 1997 Current Budget Appropriation - Property Department

The Committee was in receipt of a report from the Chief Administrative Officer dated 1997 December 4, respecting the above noted matter, and approved the following:

- (a) That the Current Budget reduction packages totally \$152,430, attached herewith and marked Appendix "A", be approved relative to the 1997 Current Budget for the Property Department; and,
- (b) That the Treasurer be authorized to amend the appropriations accordingly.

7. CITY CLERK(a) Information Report - Sub-Committees of the Finance and Administration Committee

The Committee was in receipt of an information report from the City Clerk dated 1997 November 28, respecting the above noted matter.

In this regard, the Committee approved the following appointments to be presented to City Council in concurrence with the citizen appointment recommendation which will be presented from the Selection Committee:

- (a) That the following Sub-Committees be reconfirmed as Sub-Committees of the Finance and Administration Committee:
  - (i) Hamilton Farmers Market Sub-Committee
  - (ii) Hamilton Municipal Employees Retirement Fund Committee
  - (iii) Hamilton Status of Women Sub-Committee
- (b) That the following two members of City Council be appointed to serve on the Hamilton Farmers Market Sub-Committee for a term to expire 2000 November 30th:
  - (i) Alderman D. O'Sullivan
  - (ii) Alderman M. Caplan
- (c) (i) That the following two members of City Council be appointed to serve on the Hamilton Municipal Employees Retirement Fund Committee for a term to expire 2000 November 30th:
  - (1) Alderman B. Charters
  - (2) Alderman C. Collins
  - (ii) For the information of members of City Council, Alderman B. Wilson as Chairman of the Finance and Administration Committee and Alderman D. O'Sullivan as Vice-Chairman of the Finance and Administration Committee will also serve on the Hamilton Municipal Employees Retirement Fund Committee.
- (d) That the following two members of City Council be appointed to serve on the Hamilton Status of Women Sub-Committee for a term to expire 2000 November 30th:
  - (i) Alderman M. Kiss
  - (ii) Alderman A. Horwath

(b) Extension of 1997 Business Licences

The Committee was in receipt of a report from the City Clerk dated 1997 December 2, respecting the above noted matter.

The Committee approved the following:

- (a) That the following City of Hamilton By-laws be amended to provide for the extension of 1997 Business Licences until 1998 January 31:
  - (i) By-law 93-069 to licence, govern and regulate Establishment and Mobile Licences; and,
  - (ii) By-law 76-032 to licence, regulate and govern Body Rub Parlours; and.

- (iii) By-law 79-144 to licence, regulate and govern Adult Entertainment Parlours; and,
- (iv) By-law 95-173 to licence, regulate and govern stores in which Adult Videos are provided; and,
- (v) By-law 80-259 to licence, regulate and govern Second Level Lodging Homes; and,

(b) That the appropriate By-law be enacted by City Council.

8. **THE PARKING AUTHORITY OF THE CITY OF HAMILTON - Internal Financing Schedule of "Pay-on-Foot" Parking Revenue Control**

The Committee was in receipt of a report from the General Manager of the Parking Authority of the City of Hamilton dated 1997 October 15, respecting the above noted matter, and approved the following:

That approval be given to a re-scheduling of the payment schedule by the Hamilton Parking Authority to the City by moving the 1997 December 31 payment to 1998 January 5, and adjusting the remaining parts of the schedule accordingly.

9. **FIRE CHIEF**

(a) **Purchase of Thermal Imaging Cameras**

The Committee was in receipt of a report from the Fire Chief dated 1997 December 3, respecting the above noted matter.

The Committee approved the following:

That a purchase order be issued to MSA Canada Inc., in the amount of \$47,800 (including all taxes), for the purchase of two (2) Thermal Imaging Cameras.

(b) **FIRE CHIEF AND THE COMMISSIONER OF HUMAN RESOURCES - Long-Term Medical Surveillance Program**

and,

(b)(i) **TREASURER - Long-Term Medical Surveillance Program**

The Committee was in receipt of a joint report from the Fire Chief and the Commissioner of Human Resources dated 1997 December 11, and a report from the Treasurer dated 1997 December 10, respecting the above noted matter.

Henry Watson, President of the Hamilton Fire Fighters Association was in attendance and spoke to the Committee to indicate the Association's support of the recommendation.

The Committee approved the following:

- (a) That a long-term medical surveillance programme be implemented for Hamilton Fire Fighters involved in the Plastimet fire, as well as all other Fire Fighter Association members with the Hamilton Fire Department, to an upset limit of \$210,000 (1998 expenditure); and,
- (b) That the agreement between the Hamilton Professional Fire Fighters Association (H.P.F.F.A.) and the Administration, attached herewith and marked Appendix "B", which outlines the specifics of such a long-term programme, be approved; and,



- (c) That a Joint Steering Committee comprised of two representatives of the Hamilton Professional Fire Fighters Association (H.P.F.F.A.) and two representatives of the City of Hamilton Administration be established and be given responsibility for the implementation of long-term medical surveillance programme; and,
- (d) That the City of Hamilton seek financial reimbursement from the Province of Ontario for the cost of providing this long-term medical surveillance programme.
- (e) That the Fire Department be authorized to incorporate \$210,000 required for 1998 Long Term Medical Surveillance Program costs in the 1998 Current Budget and review the costs for future years in conjunction with an application to the Province of Ontario for a reimbursement to the costs of the program being undertaken; and,
- (f) That the City Treasurer report back in 1998 regarding proposals for funding of 1999 and subsequent years' related costs.

10. CHIEF ADMINISTRATIVE OFFICER/FIRE CHIEF

(a) Emergency Preparedness

The Committee was in receipt of a joint report from the Chief Administrative Officer and the Fire Chief dated 1997 December 3, respecting the above noted matter.

(i) Report - Treasurer - Financing the cost of revisions to the Emergency Preparedness Plan

The Committee was also in receipt of a report from the Treasurer dated 1997 December 3, respecting the above noted matter.

The Committee approved the following:

- (a) That the City of Hamilton be authorized to contract with the Canadian Centre for Emergency Preparedness (CCEP) for assistance in revising the City's Emergency Plan and to co-ordinate activities that will improve the overall effectiveness of the Municipal Disaster Control Group; and,
- (b) That the contract for the initial scope of work covering the period January to April 1998 is not to exceed an amount of \$16,000; and,
- (c) That the cost to contract with the Canadian Centre for Emergency Preparedness (CCEP) for assistance in revising the City's Emergency Plan at an estimated cost not to exceed \$16,000 be funded from the Reserve for Contingency, Account Centre No. CH 00115

11. COMMISSIONER OF PUBLIC WORKS AND TRAFFIC - Replacement of three (3) Mechanical Street Sweepers, Units 9565, 9566 and 9567, Fleet Services

The Committee was in receipt of a report from the Commissioner of Public Works and Traffic dated 1997 December 3, respecting the above noted matter, and approved the following:

That a purchase order be issued to Joe Johnson Equipment Inc., Barrie in the amount of \$354,147.10, including all applicable taxes, for the replacement of two (2) Mechanical Street Sweepers, Units 9565 and 9566 for Fleet Services, being the lowest acceptable tender received in accordance with specifications issued by Purchasing and Vendor's tender and be financed through the Reserve for Mobile Equipment Account No. CH 5X503 00101.



That a purchase order be issued to Champion Road Machinery Sales, Ltd., Brampton in the amount of \$175,720, including all applicable taxes, for the replacement of one (1) Mechanical Street Sweeper Unit #9567 for Fleet Services, being the lowest acceptable tender received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CF5532 649751023.

**12. TREASURER/DIRECTOR OF CULTURE AND RECREATION - City of Hamilton Donations Policy**

The Committee was in receipt of a report, dated 1997 September 16, respecting the above noted matter. This matter was previously tabled by the Committee at its meeting held 1997 September 23.

The Committee approved the following:

- (a) That the City of Hamilton Donations Policy, attached herewith and marked Appendix "C", be approved; and,
- (b) That City staff be authorized to undertake all actions, necessary to implement the Policy.

**ADDED - TREASURER - Financing City's Share of Services in "Highridge South - Phase III"**

The Committee was in receipt of an added report from the Treasurer dated 1997 December 5, respecting the above noted matter, and approved the following:

That as referred to in Section 80 of the First Report of the Transport and Environment Committee for 1998, the City's share of service for Highridge South - Phase III in the amount of \$84,380.35 be financed from the Reserve for Services through Unsubdivided Lands, Account Centre No. CH 00107.

**ADDED - TREASURER - Levy Payments to the Boards of Education**

The Committee was in receipt of an added report from the Treasurer dated 1997 December 11, respecting the above noted matter.

The Committee approved the following:

- (a) That the City of Hamilton pay to the Boards of Education amounts levied for school purposes in four quarterly instalments, March 31st, June 30th, September 30th and December 15th of each calendar year, starting from the beginning of the year 1998 as outlined in the Education Quality Improvement Act (Province of Ontario Bill 160 Section 257.11(1) replacing the practice of paying monthly instalments; and,
- (b) That the City provide a copy of the resolution to the Boards of Education advising of the change in the timing of the payments.

**ADDED - FIRE ENFORCEMENT**

Some discussion arose with respect to Fire enforcement and the recent activity at the Gage Avenue North property, and the Mayor spoke in opposition to the public criticism of the Fire Department and emphasized that such criticism is unwarranted.

In this regard as well, it was noted that Alderman Charters would work with the Fire Chief on having a letter sent to the Minister about fire enforcement.

**ADDED - DRAFT HARBOUR AUTHORITY RESOLUTION**

Alderman Charters spoke to the Committee about discussions with the Federal Government on the establishment of the Hamilton Port Authority.

In this regard, the Committee approved the following:

- (a) That the City of Hamilton be represented by its Sub Committee on Harbour issues, consisting of Mayor R. Morrow, Alderman C. Collins and Alderman B. Charters in all discussions with the Federal Government on the establishment of the Hamilton Port Authority.
- (b) That the Federal Minister of Transportation be requested to include the City's above named representative - Alderman B. Charters - immediately in all discussions and correspondence dealing with the transition and establishment, including but not limited to the draft Letters Patent.
- (c) That all local Members of Parliament be advised of the City's request.

**ADDED - 100 LOCKE STREET SOUTH**

Some discussion arose regarding the matter of the property at 100 Locke Street South which had previously been before the Committee. It was indicated that this issue would be raised at the upcoming Council meeting.

**ADDED - PLAYHOUSE THEATRE**

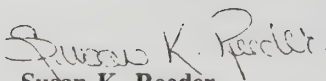
Some discussion ensued on the interested Arts group petitioning for the use of the Playhouse Theatre on Sherman Avenue. In this regard, it was indicated that one of the groups was hopeful for Hamilton Foundation funding to purchase the property. The Committee agreed that they would await a Purchase Offer being made for this property.

**14. ADJOURNMENT**

There being no further business, the meeting then adjourned.

Taken as read and approved,

**ALDERMAN D. WILSON, CHAIRMAN  
FINANCE AND ADMINISTRATION COMMITTEE**

  
**Susan K. Reeder  
Secretary  
1997 December 11**

Appendix "A" referred  
to in Section 24(a) of the  
**FIRST** Report of the  
Finance and Administration  
Committee for 1998

A. REAL ESTATE DIVISION:

BUDGET REDUCTION	SERVICE IMPACT	ANNUALIZED DOLLAR VALUE
Reduce Salaries and Wages (CH51001-30002 and Related Benefit Accounts)	Eliminate 50% of funding base for Administrative Assistant transferred to Clerk's as that service is no longer provided to the Real Estate Division by that position.	\$22,190
Eliminate Training Funding (CH55204-30001) - \$13,160 (CH51229-30002) - \$ 1,300 (CH55204-30002) - \$ 830	No provision for staff training for 1997.	\$15,290
Eliminate Software Funding (CH56005-30001) - \$5,630 (CH56005-30002) - \$ 160	Elimination of funding for software purchase from current budget.	\$ 5,790
Eliminate Office Supply Funding (CH56001-30001)	Office supplies for the Division will be funded within Clerks Department.	\$5,250
Eliminate Postage Funding (CH56004-30001)	As above	\$ 600
Eliminate Advertising and Promotion Budget (CH 56302-30001)	As above	\$ 1,000
SUB-TOTAL REAL ESTATE		\$50,120

B. BUILDING OPERATIONS AND MAINTENANCE DIVISION:

BUDGET REDUCTION	SERVICE IMPACT	ANNUALIZED DOLLAR VALUE
(CH56005-30002) - \$ 960 (CH56005-31001) - \$3,700 (CH56005-46001) - \$2,100 (CH56005-46010) - \$ 400		
Eliminate Software Funding (CH55204-30002) - \$1,830 (CH55204-31001) - \$8,330 (CH55204-46001) - \$7,530 (CH55204-46010) - \$3,330	No funding for software in current budget	\$7,160
Eliminate Funding for Staff Training (CH57315 - various)	No provision for staff training for 1997	\$21,020
Reduce Funding for Painting Maintenance Program (CH51001-46010 and Related Benefit accounts)	Analysis suggests this item can be reduced as a significant number of facilities have been painted in the past several years.	\$ 9,060
Delete CUP Maintenance Supervisor's Position	Position is vacant. Workload to be redistributed.	\$65,070
SUB-TOTAL MAINTENANCE DIVISION		\$102,310



Appendix "B" referred  
to in Section 28 of the  
**FIRST** Report of the  
Finance and Administration  
Committee for 1998

**LONG TERM MEDICAL SURVEILLANCE PROGRAM  
FOR THE CITY OF HAMILTON FIRE DEPARTMENT  
AND THE HAMILTON PROFESSIONAL FIRE FIGHTERS' ASSOCIATION**

This document is a synopsis of the program. It outlines the general principles of the program which are detailed in the agreement between the City of Hamilton, the Hamilton Fire Department and the Hamilton Professional Fire Fighters' Association dated December 9, 1997.

**1.0      Purpose**

The Health and Exposure Program is designed:

- to monitor the effects of exposure to biological, physical and chemical agents.
- to detect changes in an individual's health that may be related to harmful working conditions.
- to detect any patterns in the work force that might indicate underlying work related problems.
- to provide the worker with information about the individual's occupational hazards and current health.
- to make participants aware of the relevance of the prescribed clinical tests beforehand including the possible interpretations of "false positives" or "non-occupational positives".
- to address occupational exposure/health related stress.
- to provide information to the relevant parties (i.e. Joint Health and Safety Committee) to assist them in identifying and recognizing the conditions and exposures that the fire department personnel experience so that appropriate steps can be taken to prevent further exposure that may result in occupation disease and injury.
- to track the health of fire department personnel exposed by the Plastimet fire as well as all other firefighters with the Hamilton Fire Department.

This program is a voluntary program. The program shall be administered by a Steering Committee. Participation in the program shall be done on-duty. No person shall be prejudiced or discriminated against as a result of any medical findings uncovered due to their participation in the program.

## 2.0

### Administration

- A Steering Committee shall be established which will report directly to the City of Hamilton Fire Department and Hamilton Professional Fire Fighters' Association.
- The Steering Committee shall be comprised of equal representation from the Hamilton Professional Fire Fighters' Association and the City of Hamilton Fire Department.
- Occupational Medical Professionals will, when necessary, sit on the committee and an advisory position regarding medical matters.
- The committee shall be responsible for the delivery and evaluation of the program to the City of Hamilton Fire Department personnel.
- The committee shall choose an appropriate model for the delivery of the program to the Hamilton Fire Department personnel and shall decide on the proprietorship of the individual medical files.
- The committee shall also establish a timely and decisive dispute resolution mechanism such that the delivery of the program is neither delayed nor compromised.
- The committee shall endeavour to investigate alternate funding sources.

As a result of future advancement in medical technology and knowledge and the yearly evaluation of this program, the Steering Committee shall review and upgrade the examination protocol on a yearly basis.

## 3.0

### Confidentiality

The program shall operate under the strictest of confidentiality guidelines. No personal medical information will be released in an identifiable format without the written consent of the individual participant. Group information will be presented in a manner which guards the confidentiality of the individual participants.

## 4.0

### Elements of the Program

The program shall be conducted by a qualified occupational physician.

4.1 Annual Individual Medical

4.1.1 Medical and Occupational History

4.1.2 Workplace Exposure Records

4.1.3 Lab Tests (results available at medical exam)

Blood Analysis

Urine

Pulmonary

Cardiovascular

4.1.4 Cancer Screening Tests

4.1.5 Vaccinations Status

4.1.6 Comparison with Previous Tests

4.1.7 Individual Medical Exam

4.2 Integrated Review of Exposure and Health Information with Education and Counselling

- All participants will have a consultation explaining all issues pertinent to the program.
- All participants and non-participants of the Hamilton Fire Department shall receive education packages.
- The Steering Committee shall be responsible for initiating an education package relating to the program testing protocols, hazard and exposure information and other issues relating to health.
- Information packages will also be provided for the family physicians regarding occupations and the exposures and hazards associated with the occupations.

4.3 Occupationally Related Stress

- Set up resources for Fire Department personnel to deal with the stress associated with occupational exposures (chemical or biological) and/or the health effects associated with such exposures.

- Services to include critical incident response and long term education and counselling, both individual and group.

#### 4.4 Reporting

- Each participant shall, on an annual basis, have the results of their clinical tests and medical exams reviewed and explained in person; as well as receive a letter summarizing their health and exposure status.
- All participants will be encouraged to sign an informed consent form so that a copy of the letter and a copy of the clinical test results will be forwarded to the participant's family physician.
- All individual data collected will be entered into a database with the appropriate confidentiality safeguards to facilitate the analysis of individual and group trends over time.

#### 4.5 Group Analysis

##### 4.5.1 Medical Results

- The committee will ensure that an annual report is produced which reviews the year's activities, findings and analyzes the trends developing in the group information, along with any recommendations regarding prevention of occupational exposure and disease.

##### 4.5.2 Cancer Registry

- With the help of the Regional (or provincial/national) Cancer Research Centre, establish a Registry of all Hamilton Fire Department personnel differentiating between Plastimet fire exposed personnel and others.
- The committee will also ensure that an annual report is produced reviewing the annual and cumulative cancer and disease experience of the group.

#### 4.6 Follow-up Referrals

- Any test or other finding which suggests the need for further follow-up or referral to specialists will be explained to the individual and routed to the family physician (with the consent of the participant) for further evaluation.



## CITY OF HAMILTON DONATIONS POLICY

### 1.0 POLICY STATEMENT:

Continuing financial pressures have forced many communities to look at a variety of means to ensure the continuation of important and needed services. Some have taken a proactive approach to seeking out financial partners for projects while others have developed strategies for soliciting donations of goods, services and dollars for City programs, services and projects.

Hamilton City Council has, for the past number of years, considered and approved a number of contributions from outside sources as a funding mechanism to ensure that projects go forward, in spite of reducing civic budgets. The City wishes to increase its ability to solicit and receive donations for approved projects and services, while adhering to all appropriate legislative requirements.

### 2.0 PURPOSE:

The purpose of this policy is to provide principles and guidelines for the solicitation and receipt of donations to approved City projects and programs. The City acknowledges and encourages the interest of the community in donating gifts of cash, land and buildings, materials, services or goods to the City for the purpose of enhancing public facilities or services. The City reserves the right not to accept donations that do not contribute to the public good or are beyond the capacity of the City to receive and manage. The City will acknowledge contributions of sponsors and donors in a manner befitting the gift and in keeping with City guidelines.

### 3.0 PRINCIPLES:

- 3.1 The City will solicit and receive donations of funds, services and goods that enable it to reduce the cost of approved projects and programs; enhance existing services that do not increase operating costs; and finance desired projects and services that are not funded from the tax levy or other municipal sources.
- 3.2 The donation of funds, goods or services will be received by the City on the understanding that no significant consideration will be returned to the donor, as per the Income Tax Act. Nominal recognition in the form of letters or signs of acknowledgement may be made.
- 3.3 The receipt or rejection of funds, goods or services will be at the sole discretion of City Council, or its designated officers.
- 3.4 City Council shall reserve the right to designate donated funds for approved civic projects or programs with due regard to the wishes and intentions of the donor.
- 3.5 All donations become the sole and unfettered property of the City of Hamilton.

#### 4.0 AUTHORITY:

The City of Hamilton as a Canadian Municipality can accept gifts from individual and corporate taxpayers per paragraph 118.1(1)(d) of the Income Tax Act subject to the limitations included in subsection 118.1(1) and 110.1(1)(a).

Hamilton City Council is solely responsible for the approval of projects or programs for which donations are to be dedicated. Authority for the administration of the policy is delegated to staff.

#### 5.0 DEFINITION OF A CHARITABLE DONATION OR GIFT:

A gift, within the context of the Income Tax Act, is a voluntary transfer of property without valuable consideration. A gift is made in any circumstance where all three of the conditions listed below are satisfied.

- (a) Some property, usually cash, is transferred by a donor to the City.
- (b) The transfer is voluntary. Any legal obligation on the payer would cause the transfer to lose its status as a gift.
- (c) The transfer is made without expectation of return. No valuable consideration, no benefit of any kind, to the donor or anyone designated by the donor may result from the payment.

Compliance with this general rule is imperative to ensure that the gift(s) are deductible contributions.

#### 6.0 EXAMPLES WHERE A DONATION OR GIFT IS CONSIDERED CHARITABLE:

- 6.1 Where the gift, as defined above, is given to the City with a general direction as to its use, i.e. a specific program or project.
- 6.2 Where a voluntary payment is made to the City in order to assist it in paying the expenses of a non-municipal organization which is regularly supported by the municipality. The following further defines this relationship:
  - The municipality must have an active involvement in the 3rd party organization through representatives on the executive.
  - The organization must be in receipt of financial assistance from the City.
  - The donations would be paid to the 3rd party via a grant.
  - The organization should be community wide and be open or available to all City of Hamilton residents, or,
  - The 3rd party organization is raising funds for a municipal project which has been approved by Council.
  - The City of Hamilton reserves the right to designate as they deem appropriate (with due regard to the wishes and intentions of the donor).

- 6.3 Where the gift is given to the City with a request that it pass the money on to an associated organization, such as a community organization within the municipality, if the designated organization operates under the authority of the municipality, such as a committee established by a municipal by-law.

**Note:**

Where a voluntary payment is made to a Canadian municipality with a request the municipality pass the money along to a community group with which the municipality has little or no active involvement, it is the position of Revenue Canada that where a municipality is simply acting as a conduit for some other organization in receiving a payment, the payment cannot be considered a gift to the municipality. As such the municipality may not issue an income tax receipt.

**7.0 CRITERIA FOR RECEIPT OF CASH DONATIONS:**

Funds will be received for approved projects and programs in order to:

- Reduce costs from the tax levy.
- Enrich approved projects and programs on the condition that no additional ongoing operating costs accrue to the City.
- Enable non-funded projects and programs to operate, conditional upon Council approval.

**8.0 FORMATION OF A CITY-WIDE DONATIONS COORDINATING GROUP:**

In order to ensure the proper marketing of donor opportunities and administration of donations it is proposed that a standing cross-Departmental working group be struck to oversee the program. The Parks Staff Advisory Committee would be an example of this approach.

This group would report through the Chief Administrative Officer and the City Treasurer to the Finance and Administration Committee relative to the amount and nature of donations. Due to the relevance to programming, other standing committees of Council will be briefed.

The Group would consist of one staff from the Treasury, one from the Clerks Department and at least one from each of "receiving Departments", i.e. Public Works and Traffic; Fire and Culture and Recreation, to be selected by the respective Department Head.

The mandate of this Working Group would be to:

- 8.1 On an annual basis produce and distribute marketing information highlighting ways in which individuals, groups, associations and businesses can make donations.

- 8.2 Develop and implement procedures for receipt and recording of donations in accordance with this policy.
- 8.3 Report through the Chief Administrative Officer and the City Treasurer to the Finance and Administrative Committee on the nature and amount of donations.
- 8.4 Maintain files as appropriate.
- 8.5 Provide an annual evaluation of the success of the donations program for the information and action of the Chief Administrative Officer.

9.0 Procedures for Receiving Donations:

The following general procedures will apply to all programs. Additional program specific guidelines may be developed.

- 9.1 All donations are received subject to the approval of the appropriate Department Head and/or the Coordinating Committee and may be subject to a requirement to a pre-authorization by the Department Head or the Coordinating Committee where appropriate.
- 9.2 All donations of funds must be made payable to the **City of Hamilton**, and are to be received by the Department Head responsible for the program for which funds are intended.
- 9.3 All donations of funds are forwarded immediately upon receipt to the Treasurer for deposit to the appropriate account.
- 9.4 All donations of land, buildings, goods, materials and services will be reviewed as to appropriateness by the receiving Department and in particular with the Coordinating Committee with regards to "estimate of value."
- 9.5 Documentation of all donations is to be forwarded to the Coordinating Committee for filing and recording purposes.
- 9.6 A letter of acknowledgement is issued by the receiving Department Head.
- 9.7 Documentation of the donation is to be forwarded to the Coordinating Committee for processing and recording.
- 9.8 Additional gestures of appreciation or recognition, if warranted or requested, will be developed by the receiving Department Head, in consultation with the Coordinating Committee, the Mayor and the Chairperson of the Standing Committee.



9.9 A report is prepared by the receiving Department Head and forwarded to the appropriate standing committee of Council.

9.10 If requested, the Treasurer in due course will issue an income tax receipt.

10. DISPUTE RESOLUTION:

Any dispute relative to the application or interpretation of this policy is to be referred to the Coordinating Committee; then to the Chief Administrative Officer and City Treasurer; and then, ultimately, to the Finance and Administration Committee, if required for adjudication.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

B.

**DATE:** 1998 January 8

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Authorization to enter into extension agreements on specific  
properties for the payment of realty tax arrears

**RECOMMENDATION:**

- (a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on June 28, 1994:

763 Dunn Avenue  
491 Cannon St. E.

- (b) That the attached by-law to authorize the said Extension Agreements be enacted by Council.
- (c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The execution of the by-law and agreements, where required, will defer the City's right to sell the lands for tax arrears for a maximum period of 24 months; however, the City will be in receipt of regular monthly payments towards current and prior years arrears over the term of the agreements.

## **BACKGROUND:**

Section 8 of the Municipal Tax Sales Act provides that the municipality, by a by-law passed after the registration of the tax arrears certificate and before the expiry of the one-year period for redemption, may authorize an extension agreement with the owner of the land extending the period in which the cancellation price is to be paid. On June 28, 1994, in accordance with this legislation, Council approved a policy authorizing the City to enter into extension agreements with taxpayers providing certain conditions were met.

The owner of a property which has been registered for tax arrears may request the City to consider an extension agreement at any time up to and including the final day on which the redemption period expires. Administratively, there may not be sufficient time to obtain the necessary Council approval of the by-law prior to this deadline. Accordingly, staff are requesting advance authorization for the City to enter into extension agreements, if necessary, with the owners of the above specific properties providing they meet the conditions outlined in the policy adopted by Council on June 28, 1994.

In certain instances when all of the conditions in the extension agreement policy are not met the Treasurer should be allowed the latitude to recommend an extension agreement be entered into if it is deemed to be in the best financial interest of the municipality. Under these circumstances a separate report would be provided to the Committee for deliberation and approval.

During the initial months of this repayment option it has been ascertained that operational time constraints, e.g. writing of reports, council approvals, make it necessary to have the authorization to enter into these extension agreements pre-approved. Accordingly, in the month that the legislated final notices for the tax registration process are mailed out (280 days from the registration date), a listing of all those properties for which the owners may wish to enter into an extension agreement will be forwarded to Committee and Council for approval. Owners who show an interest in entering into an extension agreement with the City prior to the mailing of the final notices, will be added to the monthly reports as required.

/WDD



**SCHEDULE "A"**  
**EXTENSION AGREEMENTS**

1)	PROPERTY ADDRESS	763 DUNN AVE.
	SERIAL NUMBER	05 04030 6900
	BRIEF LEGAL DESCRIPTION	PLAN 573 LOT 440 & 441
	DATE OF REGISTRATION	NOVEMBER 12, 1997
	TAX ARREARS CERTIFICATE #	LT478386
	REDEMPTION DATE	NOVEMBER 12, 1998
	TOTAL ARREARS	\$7,513.17
2)	PROPERTY ADDRESS	491 CANNON E
	SERIAL NUMBER	03 02365 4000
	BRIEF LEGAL DESCRIPTION	PLAN 158 PART LOT 30
	DATE OF REGISTRATION	AUGUST 18, 1997
	TAX ARREARS CERTIFICATE #	LT465888
	REDEMPTION DATE	AUGUST 18, 1998
	TOTAL ARREARS	\$12,399.63



**THE CORPORATION OF THE CITY OF HAMILTON**

**BY-LAW NO.98-**

**TO AUTHORIZE AN EXTENSION AGREEMENT**

**FOR PAYMENT OF REALTY TAX ARREARS**

**WHEREAS** the Municipal Tax Sales Act, R.S.O. 1990, c.M.60, (hereinafter referred to as the "Act"), states that the Council of a municipality may, by by-law, authorize an Extension Agreement with the owner of land in arrears of realty taxes in excess of three (3) years after the registration of a Tax Arrears Certificate and before the expiry of the one year redemption period;

**AND WHEREAS** the Municipal Tax Sales Act (section 8) states that the said Extension Agreement may extend the period of time, upon the terms specified therein, within which the Cancellation Price is to be paid;

**AND WHEREAS**, pursuant to the Municipal Tax Sales Act, the Treasurer did register a Tax Arrears Certificate indicating arrears of realty taxes in excess of three (3) years on the lands described in Schedule "A" annexed hereto,

**AND WHEREAS**, the said land is recorded by The Corporation of the City of Hamilton under the specific Tax Roll Serial Nos. indicated in Schedule "A" annexed hereto.

**AND WHEREAS**, The Owners of the lands described in Schedule "A" have requested that the City exercise its discretion to pass a bylaw to authorize an Extension Agreement to extend the period of time in which the Cancellation Price may be paid.

**AND WHEREAS** the one year period within which this by-law may be enacted will therefore expire on the days described as the redemption date of Schedule "A" attached hereto.

**NOW THEREFORE** the Council of the Corporation of the City of Hamilton enacts as follows:

1. (a) The time open for acceptance and the permitted payments of the Cancellation Price beyond the expiry of the said one year redemption period as set out in Schedule "A" are hereby authorized to be extended pursuant to an Extension Agreement.  
  
(b) The owner of the land described in Schedule "A" may, on or before the redemption date, enter into the Extension Agreement with The Corporation of the City of Hamilton, and the Mayor and City Clerk are hereby authorized to execute the Extension Agreement on behalf of the City.
2. As provided in the Municipal Tax Sales Act, notwithstanding any other provision of this Extension Agreement, it is understood and agreed that while the Extension Agreement remains a subsisting agreement in good standing:

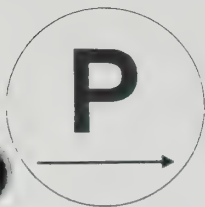
- (a) that the Extension Agreement does not reduce the amount of the Cancellation Price.
  - (b) that the Extension Agreement does not prohibit any person from paying the Cancellation Price at any time.
  - (c) that any person may pay the Cancellation Price at any time.
  - (d) that the Extension Agreement terminates upon payment of the Cancellation Price by any person.
  - (e) that the Extension Agreement shall cease to be considered a subsisting Extension Agreement for purposes of section 9(2) of the Act, when and under what conditions set out in the Extension Agreement.
3. As also provided in the Municipal Tax Sales Act,
- (a) while such Extension Agreement is in good standing, the period of such time shall not be counted in calculating the time within which the Cancellation Price may be paid.
  - (b) upon default by owner in complying with the Extension Agreement or any term thereof, the Extension Agreement shall cease and, (unless there remains time within which the Cancellation Price may be paid and is paid), the land shall be offered for sale by the Treasurer.

**PASSED this                      day of                      1998, A.D.,**

**CITY CLERK**

**MAYOR**





# THE PARKING AUTHORITY OF THE CITY OF HAMILTON

PETER G. BAKER  
GENERAL MANAGER

C.

DATE: January 7, 1998

REPORT TO: Susan K. Reeder, Secretary  
Finance and Administration Committee

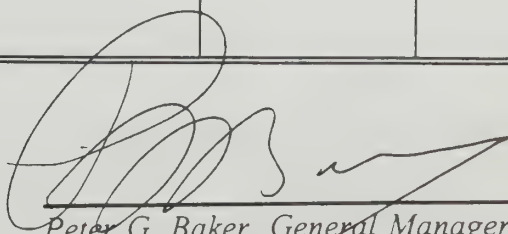
FROM: Peter G. Baker, General Manager  
The Parking Authority of the City of Hamilton

SUBJECT: Closing Capital Account

RECOMMENDATION:

That the City Treasurer be directed to close the following Capital Projects Account(s) of The Parking Authority of the City of Hamilton with any excess funding to be transferred to its original source of financing:

Centre Number	Project Description	Authorized Gross Cost	Total Expenditure	Excess Financing
908945002	Upgrade Existing Parking Facilities	150,000	149,818.81	181.19
909245001	Study/Design of Existing/Future Parking	100,000	99,911.87	88.13
909345008	Demolition and Site Preparation	100,000	99,060.54	939.46
909445012	Study/Design-Existing Future Projects	50,000	49,910.24	89.76
909545013	Upgrade Existing Facilities	100,000	97,973.18	2,026.82
909545014	Study/Design - Existing/Future Parking	50,000	48,463.00	1,537.00



Peter G. Baker, General Manager



# CITY OF HAMILTON

## -RECOMMENDATION-

D.

**DATE:** 1998 January 14th

**REPORT TO:** Alderman D. Wilson, Chairman & Members,  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary,  
Finance and Administration Committee

**SUBJECT:** Information Items

### RECOMMENDATION:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - The Premier of Ontario - City of Hamilton Project Team Plastimet Fire Report - letter dated 1997 November 14.
- (b) Correspondence - Brian Hinkley, Community & Policitical Relations - Second Issue of "Contact" dated 1997 December - letter dated 1997 November 28.
- (c) Information Report - City Clerk - Tender to allow the leasing of Advertising Billboards on City Lands - report dated 1997 November 27.
- (d) Information Report - Director of Culture & Recreation - Chiller Removal & Relocation - City Hall - report dated 1997 December 3.
- (e) Correspondence - Hamilton Professional Fire Fighters Association - Arbitration - letter dated 1997 November 4
- (f) Information Report - Treasurer - Tax Collection - Point of Sale - report dated 1997 November 5
- (g) Information Report - Chief Administrative Officer - CAO Department Quarterly Report as of September 30, 1997 - report dated 1997 October 28
- (h) Information Report - City Solicitor - Law Department Quarterly Report as at September 30, 1997 - report dated 1997 October 20
- (i) Information Report - Director of Information Systems - Information Systems Department Quarterly Report as at September 30, 1997 - report dated 1997 October 28

- (j) Information Report - Fire Chief - Fire Department Quarterly Report as at September 30, 1997 - report dated 1997 November 6
- (k) Information Report - Managing Director/CEO, The Hamilton Entertainment and Convention Facilities Inc. - H.E.C.F.I. Quarterly Report as at September 30, 1997 - report dated 1997 October 17
- (l) Information Report - Treasurer - Treasury Department Quarterly Report as at September 30, 1997 - report dated 1997 October 23
- (m) Information Report - Chief Administrative Officer and Commissioner of Human Resources - Human Resources Centre Quarterly Report as at September 30, 1997 - report dated 1997 October 17
- (n) Information Report - Hamilton Public Library - Hamilton Public Library Quarterly Report as at 1997 September 30 - report dated 1997 October 21
- (o) Information Report - City Clerk - Legislative Quarterly Report as at September 30, 1997 - report dated 1997 October 30
- (p) Information Report - City Clerk - City Clerk's Department Quarterly Report as at September 30, 1997 - report dated 1997 October 30
- (q) Information Report - Director, Culture and Recreation and City Clerk - Property Department Quarterly Report as at September 30, 1997 - report dated 1997 October 20
- (r) Report to the Transport and Environment Committee from the Chief Administrative Officer - Construction of Sirente Drive - report dated 1997 November 20
- (s) Correspondence - Association of Municipalities of Ontario - Report of AMO's Structural Review Task Force - letter dated 1997 December 4th
- (t) Information Report - Treasurer - Update on the City of Hamilton 1998 Current Budget and the Who Does What Announcements - report dated 1997 December 17th
- (u) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts at November 30, 1997 - report dated 1997 December 5th
- (v) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at November 30, 1997 - report dated 1997 December 5th
- (w) Correspondence - Federation of Canadian Municipalities - Call for Resolutions for consideration by: (a) FCM National Board of Directors, March 5-7, 1998 or (b) FCM Annual Conference, June 5-9, 1998 - letter dated 1997 December 8
- (x) Minutes - Hamilton Status of Women Sub-Committee - 1997 December 10th meeting



Page Three

- (y) Correspondence - Ministry of Municipal Affairs and Housing - Recent regulations relating to local interim tax billing and other issues - letter dated 1997 December 24th
- (z) Correspondence - Chair, Large Urban Mayors' Caucus of Ontario - Fair Municipal Finance Act (Parts 1 and 2) - letter dated 1997 December 24th
- (aa) Information Report - Commissioner of Human Resources - Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton - report dated 1998 January 10th
- (bb) Information Report - City Clerk - Sale - Municipal Parking Lot 897 Barton Street East - report dated 1998 January 12th

*Sharon K. Recker*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.



URBAN/MUNICIPAL  
CAY ON HBL AOS  
CSIF31  
1998



URBAN MUNICIPAL

FEB 12 1998

GOVERNMENT DOCUMENTS

## NOTICE OF MEETING

### FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1998 February 3rd  
1:30 o'clock p.m.  
Room 233, City Hall

Susan K. Reeder, Secretary  
Finance and Administration Committee

### A G E N D A

1. CONSENT AGENDA
2. TREASURER
  - (a) Current Value Assessment Update - Presentation (no copy)
3. REFERRALS FROM OTHER COMMITTEES
  - (a) Financing of Professional Appraisal of Bellevue, 14 Belvidere Avenue
  - (b) Financing Project for Consultant Residing at the Glen Manor
4. CHIEF ADMINISTRATIVE OFFICER
  - (a) Hamilton Corporate Challenge
  - (b) Fencing around the Plastimet Site
    - (i) Recommendation - Treasurer - Financing of Fencing at 363 Wellington Street North
  - (c) Requested status report - Downtown and the Hamilton Halton Homebuilders (verbal report)





5. **CITY CLERK**

Federation of Canadian Municipalities - 61st Annual Conference - Regina, Saskatchewan -  
1998 June 5 - 8

6. **COMMISSIONER OF PUBLIC WORKS AND TRAFFIC**

- (a) Replacement of four (4) crew cab trucks with stake dump bodies, Units 9240, 9394, 9304 and 9389, Fleet Services
- (b) Replacement of Five (5) Crew cab trucks with aluminum dump bodies, Units 9270, 9374, 9274, 9239 and 9269 Fleet Services
- (c) Rental of Zamboni

7. **SELECTION COMMITTEE**

- (a) Appointment of Citizen Members to the Hamilton Farmers Market Sub-Committee
- (b) Revised Policy respecting the Appointment of Citizens to City Committees, Local Boards and Commissions

8. **CITY SOLICITOR**

Verbal Status Update - Video Lottery By-law (no copy)

9. **IN CAMERA AGENDA**

10. **OTHER BUSINESS**

11. **ADJOURNMENT**



33 (a.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing of Professional Appraisal of Bellevue,  
14 Belvidere Avenue

**RECOMMENDATION:**

That the cost to hire an appraiser to make a professional evaluation of Bellevue, the designated property at 14 Belvidere Avenue, Hamilton up to an amount not to exceed \$3,000. be charged to the Planning and Development Department 1998 Current Budget.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

As above.

**BACKGROUND:**

The details of the program are outlined in the letter of 1998 January 13, from Charlene Touzel, Secretary, Local Architectural Conservation Advisory Committee.

NRA:jc

c.c. V.J. Abraham, Director, Planning and Development Department  
Nina Chapple, Planning and Development Department  
Stella Glover, Secretary, Planning and Development Committee  
Charlene Touzel, Secretary, Local Architectural Conservation Advisory Committee





**CITY OF HAMILTON  
- RECOMMENDATION -**

3.  
a. (b.)

**DATE:** 1998 January 29

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing Project for Consultant Residing at the Glen  
Manor

**RECOMMENDATION:**

That the upset limit of \$12,600 as the cost of the Project by the Consultant residing at the Glen Manor be incorporated within the 1998 budget Centre CH 62222, and that an appropriate revenue budget be established for the interest to be earned from the Veveers Estate.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The upset limit of this project is \$12,600. To ensure tracking all expenditures related to this property, it is recommended that this cost be budgeted for within the existing Centre CH 62222 Veveers Property. The interest earned on the estate is to be applied against the Long Term Use of Glen Manor in addition to maintenance and operating costs. An appropriate revenue budget should be established to offset the eligible costs.

**BACKGROUND:**

City Council at its meeting January 27, 1998 approved section 17 of the Second Report of the Parks and Recreation Committee, thereby approving a project with respect to the consultant residing at the Glen Manor. This report responds to sub-section (d) which required a recommendation for the method of financing.

c.c. K. Christenson, Secretary Parks and Recreation Committee  
D. Lobo, Commissioner, Department of Public Works and Traffic  
P. Noé Johnson, City Solicitor, Law Department



4. (a)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 15

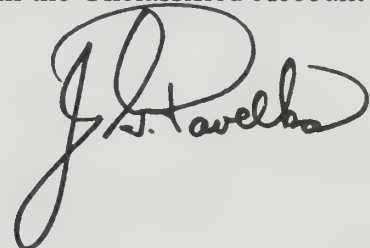
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. G. Pavelka, P.Eng.  
Chief Administrative Officer

**SUBJECT:** Hamilton Corporate Challenge

**RECOMMENDATION:**

- (a) That an amount of \$2,625.80 be approved for the Hamilton Corporate Challenge to be used for the cost of entering and sponsoring two teams (a total of 40 City of Hamilton employees) to take part in the Hamilton Corporate Challenge organized by the Hamilton and District Chamber of Commerce on Sunday, 1998 June 14 at Christie Conservation Area; and,
- (b) That the funding for this expenditure be financed from the Unclassified Account number CH55120 24201.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Itemized List of Equipment and Supplies - two (2) teams - 40 people

Registration Fee (\$300 per team includes GST)	\$ 600.00
Complete Rental-Alls (tent, barbecue - delivery,setup,removal,tax)	\$ 525.00
Uniforms (2 teams - 40 people)	\$1,470.80
Van (City Garage)	\$ 30.00
<b>Total required for supplies and equipment</b>	<b>\$2,625.80</b>

Past Year's Contributions by the City of Hamilton to  
The Hamilton Corporate Challenge

1997	\$ 2,625.80
1996	\$ 2,625.80
1995	\$ 2,625.80
1994	\$ 2,625.80
1993	\$ 2,625.00
1992	\$ 2,537.00

## **BACKGROUND:**

Annually, the Hamilton and District Chamber of Commerce organizes approximately 55 teams (1,000 people) from Corporate sponsors throughout the City of Hamilton to promote good health and physical activity. Attached is the list of Corporate sponsors from last year who competed and their respective standing.

Please note that the City of Hamilton's teams obviously made respectable showings by placing 3rd with 90 points and 25th with 76 points.

The Corporate Challenge is a family day with team members participating in friendly competition and enjoying a summer's day outside the office with fellow employees and colleagues from the City. The following lists the kind of fun filled competitions that are held:

1. Hole in One
2. Needle in a Hay Stack
3. Water Run
4. Let it Swing
5. Name That Tune
6. Morning Rush
7. Under Fire
8. Beres Baby
9. Flush and Run
10. Threesome

## **CONCLUSION:**

In addition to promoting good health and physical activity, corporate sponsorship for this type of family event is a good morale booster. Many of the Corporation's employees contribute by coming in early, staying late, coming in after hours and taking work home to accomplish their professional obligations. This dedication results in better service to the community.

Certainly, one way of thanking the City's employees is to indulge them by permitting them to participate in this event.

In addition, the effort to organize and coordinate the City's participation should not be overlooked. Mr. Gil Mazzetti from the Information Systems Department should be recognized for his annual energy and effort in doing this.

JGP/GPM:dd  
Attachments

cc A. Ross, Treasurer  
G. Mazzetti, Team Captain, c/o Information Systems Department  
S. Strang, Team Captain, c/o Service Department



# 1997 Hamilton Corporate Challenge - Final Results

Place	Points	Company Name	Team Name	Team #
1	92	H-W Regional Police	Top Cops	9
2	90	Dofasco Inc.	Jokers	52
3	90	City of Hamilton	City of Hamilton "A" Team	13
4	88	All Canadian Management	All-Canadian Capitalists	3
4	88	BayKing Motors (1968) Ltd	Bay Kings & Queens	14
6	87	Stelco Inc.	Z-liners	32
7	86	Bank of Nova Scotia	Automaniacs	37
8	85	Dofasco Inc.	TASTE Buds	54
9	84	Coopers & Lybrand	C&L Crushers	11
9	84	The Right Foot	Right Foot/Left Foot	25
11	83	Taylor Steel Inc.	Taylor Steel Flat Rollers	38
11	83	John Deere Ltd.	Deere Devils	40
11	83	Hamilton International Airport	HIA Flyers	41
14	82	Stelco Steel Inc.	Stelco Hawgs	16
15	81	Hamilton Hydro	Transformers	19
15	81	Wescam Inc.		27
15	81	Limeridge Mall Dental Office	Limeridge Dental Amalgamators	39
18	80	Aceti's Restaurant	Aceti's	49
19	79	Direct Equipment Ltd.	Direct	10
19	79	Ernst & Young	Raiders	36
21	78	G.K. Services	GK Extreme Team	47
22	77	Dufferin Game Room Store	The Sharks	1
22	77	Seven Towers Family Daycare	Tower Power	23
22	77	Hamilton Discount Corporation	Chargers	35
25	76	City of Hamilton	Halls Angels	12
26	75	Canadian Waste		4
26	75	Union Gas Ltd.		6

# 1997 Hamilton Corporate Challenge - Final Results

Place	Points	Company Name	Team Name	Team #
26	75	London Telecom Network	Flatliners	30
26	75	Camco Inc.	Camco	31
26	75	St. Peters Hospital	St. Peters Posse	51
26	75	Chedoke McMaster Hospital	Smiles Children's Hospital	56
32	74	Nesbitt, Burns Inc.	N.B. Bears	17
32	74	Great Lakes Funeral Home Serv	The Rockers	50
34	73	Taylor Leibow	Taylor Leibow	24
35	71	Westbury Canadian Life	Westbury Life	28
35	71	The Barn Fruit Markets	Robert's Team	42
35	71	Hamilton Fire Fighters		53
38	70	Brown, Scarfone, Hawkins		26
38	70	The Barn Fruit Markets	Kim's Team	43
38	70	The Career Academy	The Academy Eggheads	57
41	69	Friscos Eatery & Sports Bar	Bud Heads	33
41	69	Procter & Gamble	Procter & Gamble Pirates	48
43	68	Mountain City News		21
43	68	Hamilton Bulldogs Hockey Club	Hamilton Bulldogs	46
45	67	H.R.C.A.	Conservation Keepers	2
45	67	Carol Robson Real Estate Ltd.	The Realtor Renegades	34
47	66	H.E.C.F.I. (HCC)	Machine Head	18
47	66	C.I.B.C.	C.I.B.C. Zippers	44
49	65	CAA S. Central Ontario		20
49	65	Cogeco	Red Dawgs III	22
49	65	London Telecom Network	Pylons	29
52	61	Wellington Nursing Home	The Wellington	5
52	61	Sobey's Food Village	Sobey's Coasters	7

# 1997 Corporate Challenge Events

#	Title	Description	# of Players	Event Leader	Event Sponsor
1	Hole In One	Stay in control of the mad swing...	12	Stephanie Sanderson	Hamilton International Airport
2	Team Photo	Photos to Remember...	12	Frank Bolla - Frank Bolla Photos	Frank Bolla's Photos and Qualex Canada
3	Needle In A Hay Stack	Who says looking for a needle in a hay stack can't be fun...	12	Jennifer Knowles - Canada Trust	J C A Food Service Ltd.
4	Water Run	Not only the losers get wet in this one...	12	John Leo - Dufferin Construction	Stirling Print-All & Creative Services
5	Let It Swing	Patience is a virtue...The right motion is crucial	12	Cam Piccoli - H.W.S.S.B.	Complete Rent-Alls
6	Name That Tune	For all you music lovers..."Name That Tune"	12	Michael Nykolyn - Stelco Inc.	Salvation Army
7	Morning Rush	Your late, can you make it...	12	Lorry Podrebarac - AIC Group of Funds	McMaster Sports
8	Under Fire	Move swiftly yet cautiously while avoiding the enemy's fire	12	Paul Berge	Vinyl Graphics
9	Beres Baby	Meet the Bere's challenge.	12	Robert P. Beres - C.A. Associates	
10	Flush and Run	Al Bundy's Favourite...	12	Frank Leonardis	
11	Threesome	Who knew it could be fun with three acting as one.	12	Dan DeJong - ServiceMaster	





4. (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 27

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J.G. Pavelka, P. Eng.  
Chief Administrative Officer

L.C. King, P.Eng.  
Building Commissioner

**SUBJECT:** 363 Wellington Street North - Fencing (98.2.4.2.1.A)

**RECOMMENDATION:**

- a) That the Commissioner of Public Works and Traffic be authorized and directed to purchase and erect an aluminum portable fence to protect the property at 363 Wellington Street North from unauthorized access to a maximum amount of \$16,000; and,
- b) That the Commissioner of Public Works and Traffic retain the portable fence for events across the City after it is no longer required around this site; and,
- c) That the City Treasurer be requested to recommend the method of financing.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The cost of removal of the hoarding, purchase of the fence and the work of installation not to exceed \$16,000. This estimate is for an aluminum type portable fence 6 foot in height. It should be noted that this fence can be used at other locations once the site remedial work has been completed.

**BACKGROUND:**

At the 1998 January 22 meeting of the Plastimet Fire Community Council, the issue of the hoarding at the above address was discussed. The citizen members of the Committee expressed

concerns with regard to protection of the site and the adequacy of the hoarding. The hoarding that is presently in place was installed as a result of the Plastimet fire and the need to prevent access to the property immediately after the fire, temporary plywood hoarding was put in place along the western limit of Wellington Street North and the southern limit of Simcoe Street at a cost of \$10,000.

This hoarding, although adequate, has on numerous occasions required repairs to be made by the Public Works Department due to it falling over after heavy winds. Public Works continues to have a problem monitoring this temporary hoarding. These repairs have involved the installation of temporary supports which impede access to the sidewalk. The proposed aluminum fence will provide more security than the current hoarding as well as allowing more visibility of the site, which will greatly increase the likelihood of intruders being observed. The other limits of the property are presently protected by a chain link fence and abut rail lines which are not normally travelled by the public on foot. The proposed fence will also allow the neighbours to observe the remedial work as it progresses.

For the information of the Committee, the M.O.E.E. has completed the first phase of the cleanup process, which is the removal of the surface material and now intends to do subsurface testing to determine the extent of the contamination and what remedial action is required. As it is unknown at this time how long this process will take, it would be prudent to have a more substantial fence erected to protect the site from unauthorized access.

JP/LCK/LH/dm

cc A. C. Ross, Treasurer, Treasury Department

cc D. Lobo, Director, Public Works Department

4. (b.1)  
(i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 29

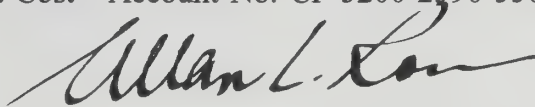
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing of Fencing at 363 Wellington Street North

**RECOMMENDATION:**

That the cost to purchase and erect an aluminum portable fence to protect the property at 363 Wellington Street North at an amount not to exceed \$16,000 be charged to Plastimet Fire - Public Works and Traffic Department Cost - Account No. CF 5200-2590 55002; and



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

An updated report will be provided to the Finance and Administration Committee in February for all Plastimet related costs including the above item and an appropriate financing recommendation will be made.

**BACKGROUND:**

The background information is outlined in the letter of J.G. Pavelka, Chief Administrative Officer and L.C. King, Building Commissioner dated 1998 January 27.

NRA:jc

c.c. J. G. Pavelka, P.Eng., Chief Administrative Officer  
L. King, Building Commissioner  
D. Lobo, Commissioner of Public Works & Traffic  
P. Noé Johnson, City Solicitor





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5.

**DATE:** 1998 January 20

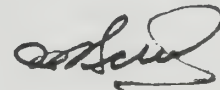
**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Federation of Canadian Municipalities  
- 61st Annual Conference - Regina, Saskatchewan - 1998 June 5 - 8

**RECOMMENDATION:**

That the Mayor, the Chairman of the Finance and Administration Committee or his designate, and five members of City Council be authorized to attend the 61st Annual Conference of the Federation of Canadian Municipalities to be held in Regina, Saskatchewan on 1998 June 5 - 8.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Registration for this Conference is approximately \$400. Funding is available in the Legislative Travelling Account.

**BACKGROUND:**

The above-noted recommendation is consistent with the approved recommendation for attendance at previous Annual Conferences.

The City of Hamilton is entitled to have seven (7) voting Delegates at this Conference.

Members of City Council who would like to be considered as a delegate to the Annual Conference are asked to advise the Committee Secretary, Susan Reeder, as soon as possible.

In the event that more members of City Council are interested in attending this Conference, attendance has traditionally been determined by "lot" by the Finance and Administration Committee.



6 (a.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 30

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. D. Lobo  
Commissioner of Public Works and Traffic

**SUBJECT:** Replacement of four (4) Crew Cab Trucks with  
Stake Dump Bodies, Units 9240, 9394, 9304 and  
9389, Fleet Services.

**RECOMMENDATION:**

That a purchase order be issued to Robert Slessor Pontiac Buick, Grimsby in the amount of \$163,235.60 including all applicable taxes, for the replacement of four (4) Crew Cabs with Moffatt Stake Dump Bodies #9240, 9394, 9304, and 9389 for Fleet Services, being the lowest tender received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CF5532 649651019.

*D. Lobo*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

This vehicle acquisition is for the replacement of existing equipment through the 1997 Fleet Services vehicle replacement programme, as approved by City Council on March 18, 1997. The capital acquisition costs are carried within the Reserve for Mobile Equipment Account.

**BACKGROUND: Tender Analysis**

	Moffat Dump Body	Del Dump Body
Robert Slessor Pontiac, Buick, Grimsby	\$163,235.60	\$167,297.40
City Chevrolet, Oldsmobile, Hamilton	no bid	166,483.20
Hamilton Motor Products, Hamilton	no bid	168,810.80
Forbes Ford, Grimsby	no bid	171,064.80

This tender, for various types of equipment, was advertised and twenty-seven suppliers were notified. Four responded to this section.

These vehicles will replace existing equipment rendered obsolete by the criteria established within the vehicle replacement programme and will not increase the Fleet complement. Units being replaced will be disposed of at a future auction.

DM/DL

cc: C. Guthro, Manager of Fleet Services  
D. Manningham, Vehicle Acquisition Officer  
L. Barker, Administrative Co-ordinator  
C. Rendell, Intermediate Buyer



6. (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 30

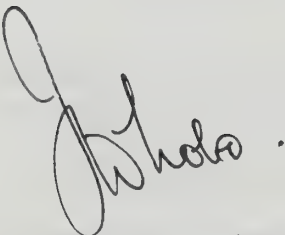
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. D. Lobo  
Commissioner of Public Works and Traffic

**SUBJECT:** Replacement of five (5) Crew Cab Trucks with  
Aluminum Dump Bodies, Units 9270, 9374, 9274, 9239  
and 9269 Fleet Services.

**RECOMMENDATION:**

That a purchase order be issued to Robert Slessor Pontiac Buick, Grimsby in the amount of \$229,459.50 including all applicable taxes, for the replacement of five (5) Crew Cabs with Moffatt Aluminum Dump Bodies #9270, 9374, 9274, 9239 and 9269 for Fleet Services, being the lowest acceptable tender received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CF5532 649651019.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

This vehicle acquisition is for the replacement of existing equipment through the 1997 Fleet Services vehicle replacement programme, as approved by City Council on March 18, 1997. The capital acquisition costs are carried within the Reserve for Mobile Equipment Account.

**BACKGROUND: Tender Analysis**

	Eloquip Aluminum Dump Body	Moffatt Aluminum Dump Body
Slessor Pontiac, Buick, Grimsby	\$222,300.75 *	\$229,459.50
City Chevrolet, Oldsmobile, Hamilton	220,075.50 *	no bid
Hamilton Motor Products, Hamilton	224,629.50 *	231,328.25
Hamilton Motor Products, Hamilton	228,999.50 * (alternate bid)	no bid
Forbes Ford, Grimsby	no bid	242,995.00

\* The Eloquip aluminum dump body(s) bid by these companies do not meet specifications in several areas, including the following:

- A front mounted hoist was specified in order to provide a lower working platform for the operating department. This supplier has offered an underbody hoist that will raise the working height of this unit.
- A dump body safety prop was specified, supplier declined
- The aluminum material offered by this bidder does not meet the minimum specification
- A single lever operation to drop the body sides was specified for ease of operation, this supplier declined
- This bidder will not provide the minimum tool box specifications
- The emergency light does not meet specifications

This tender, for various types of equipment, was advertised and twenty-seven suppliers were notified. Four responded to this section.

These vehicles will replace existing equipment rendered obsolete by the criteria established within the vehicle replacement programme and will not increase the Fleet complement. Units being replaced will be disposed of at a future auction.

DM/DL

cc: C. Guthro, Manager of Fleet Services  
D. Manningham, Vehicle Acquisition Officer  
L. Barker, Administrative Co-ordinator  
C. Rendell, Intermediate Buyer

6. (c.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 28

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. D. Lobo  
Commissioner of Public Works & Traffic

**SUBJECT:** Rental of Zamboni

**RECOMMENDATION:**

- (a) That the Corporation of the City of Hamilton rent an excess Zamboni to the City of Toronto, for the amount of \$350.00 per week including all applicable taxes for the remainder of the ice-cutting season;
- (b) That the appropriate Bylaw to authorize the rental of the Zamboni to the City of Toronto, be enacted;
- (c) That the Mayor and Clerk be authorized to execute a rental agreement in a form satisfactory to the City Solicitor.

*D. Lobo*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

This vehicle rental will result in approximately \$2,800.00 in rental revenues to be deposited in the Replacement Reserve Revenue account #4X503 00101. The terms of agreement will be processed through the City of Toronto and the City of Hamilton, Law Departments.

**BACKGROUND:**

In 1997 Zamboni #1204 was replaced under the 1997 vehicle replacement program. The surplus unit was scheduled for disposal by private auction. Prior to auction it was discovered that the City of Toronto had a temporary emergency shortfall and requested that we rent them our excess Zamboni. The business case was made when Toronto agreed to assume all insurance liabilities and maintenance costs and we would still maintain our original residual value for disposal, increasing our original residual replacement by approximately \$2,800.00.

Section 207 (23) of the Municipal Act, allows a municipality to enact a Bylaw authorizing the use of the municipality's equipment by another person and to fix the terms of the use of the equipment. The attached Bylaw, if enacted, would authorize the rental agreement with the City of Toronto.

CG\DL  
Attch.

- c.c. C. Guthro, Manager of Fleet Services, Public Works  
L. Farr, Solicitor, Law Department  
L. Barker, Administrative Co-ordinator, Fleet Services, Public Works  
D. Manningham, Vehicle Acquisition Officer, Fleet Services, Public Works



The Corporation of the City of Hamilton

BY-LAW NO. 98-

To Provide For:

## THE RENTAL OF A CITY VEHICLE TO THE CITY OF TORONTO

**WHEREAS** the City of Toronto has requested the rental of a City of Hamilton Zamboni;

**AND WHEREAS** the City is authorized to provide, by by-law, for the use by any person of the employees or mechanical equipment of the municipality pursuant to the Municipal Act, R.S.O. 1990, Ch. M-45, as amended, Section 207 (23);

**NOW THEREFORE** the Council of The Corporation of the City of Hamilton enacts as follows:

1. The City of Hamilton agrees to rent a Zamboni to the City of Toronto, subject to the terms, conditions and charges set out in this By-law.
2. The terms, conditions and charges applicable to the rental of the Zamboni by the City of Hamilton to the City of Toronto shall be:
  - (a) The City of Toronto shall pay a rental fee of \$ 350.00 per week including all applicable taxes, to the City of Hamilton for the use of the Zamboni;
  - (b) The City of Toronto shall insure the Zamboni on their insurance policy and shall indemnify and save harmless the City of Hamilton for their use of the Zamboni;
  - (c) The City of Hamilton rents the Zamboni on an "as is basis", with no representations as to the fitness of the vehicle;
  - (d) Either party may terminate the rental upon two days notice to the other party;
  - (e) The City of Toronto shall be responsible for moving the vehicle and shall be responsible for the cost of returning the vehicle to the City;
3. The Commissioner of Public Works and Traffic shall supervise this arrangement on behalf of the City of Hamilton.

PASSED this                      day of                      ,1998.

CITY CLERK

MAYOR



7. (a)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 26

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Charlene Touzel, Secretary  
Selection Committee  
City Clerk's Department

**SUBJECT:** Appointment of Citizen Members to the Hamilton Farmers  
Market Sub-Committee

**RECOMMENDATION:**

That John Tickle and Frank Berry be appointed to serve on the Hamilton Farmers Market Sub-Committee for terms of office to expire 1999 November 30 and 2000 November 30 respectively.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a

**BACKGROUND:**

Orientation Sessions were held for citizens interested in serving on various City Committees, Local Boards and Commissions in 1997 November.

The Selection Committee met on Thursday, 1998 January 15 to interview the three applicants that applied for membership on the Hamilton Farmers Market Sub-Committee. The Selection Committee met again on 1998 January 26 and recommended the above-noted appointments.

cc Stan Hollowell, Manager, Administrative Services, City Clerk's Department





7. (b)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 27

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Charlene Touzel, Secretary  
Selection Committee  
City Clerk's Department

**SUBJECT:** Revised Policy Respecting the Appointment of Citizens to  
City Committees, Local Boards and Commissions

**RECOMMENDATION:**

- a) That the policy respecting the appointment of Citizen Members to City Committees, Local Boards and Commissions as adopted by City Council on 1992 September 29 be rescinded; and,
- b) That the following revised policy respecting the appointment of Citizen Members to City Committees, Local Boards and Commissions be adopted:
  - i) That information on how to become a Citizen Member of City Committees, Local Boards and Commissions be included in the Municipal Handbook, copies of which are available to the general public from the City Clerk's Department; and,
  - ii) That the City Clerk's Department be directed to advertise all Citizen Member vacancies on City Committees, Local Boards and Commissions, in The Hamilton Spectator; and,
  - iii) That the City Clerk's Department notify all City Committees, Local Boards and Commissions of Citizen Member vacancies as they arise; and,
  - iv) That ethno-cultural communities, organizations representing the disabled, the Native Indian Centre, women's groups, and all other organizations or individuals upon request, be notified of Citizen Member vacancies on City Committees, Local Boards and Commissions by the City Clerk's Department; and,

- v) That the City Clerk's Department send notice of all Citizen Member vacancies on City Committees, Local Boards and Commissions to ethnic media in the Hamilton area requesting their assistance in passing this information on to as many interested citizens as possible, at no cost to the City; and,
- vi) That all City Committees, Local Boards and Commissions that report to a Standing Committee or City Council, be requested to circulate their notice of meetings to the media; and,
- vii) That all City Committees, Local Boards and Commissions be encouraged to hold some meetings in various facilities outside of City Hall and invite persons of those neighbourhoods to attend; and,
- viii) That Citizen Members of City Committees, Local Boards and Commissions, who miss three consecutive meetings without Committee approval, be subject to replacement on that Committee, Local Board or Commission; and,
- ix) That membership on all City Committees, Local Boards and Commissions be staggered with one third of its Citizen Members' terms of office expiring each year, unless the terms of office are established by provincial or federal legislation; and,
- x) That a standard Application Form and Tracking Form, attached hereto and marked as Appendix "A", be adopted for use by citizens applying for membership on City Committees, Local Boards and Commissions; and,
- xi) That the following process for applying, interviewing and selecting Citizen Members to serve on City Committees, Local Boards and Commissions be adopted:
  - aa) Applicants must attend a mandatory Orientation Session co-ordinated by the City Clerk's Department, the purpose of which will be to describe the work of the various City Committees, Local Boards and Commissions; and,
  - bb) The City Committees, Local Boards and Commissions will be required to:
    - 1) provide written material outlining the scope of their Committee, Local Board or Commission, the time commitment required and the qualifications necessary; and,
    - 2) arrange for a representative (either a Committee, Local Board or Commission Member or Staff) to attend the Orientation Sessions to make a brief presentation on the Committee, Local Board or Commission and to answer any questions applicants may have.

- cc) Applicants will be offered a choice of at least three (3) dates for the mandatory Orientation Sessions; and,
- dd) All applicants will be required to attend one of the mandatory Orientation Sessions unless they are applying for renewal of their present appointment. Applicants who do not attend one of the mandatory Orientation Sessions will not be considered for appointment; and,
- ee) Application Forms and Tracking Forms can be obtained by applicants following their attendance at one of the mandatory Orientation Sessions, save incumbents, who, if applying for renewal of their present appointment, are not required to attend an Orientation Session, and can obtain an Application Form and Tracking Form from the City Clerk's Department; and,
- ff) Applicants can apply for membership on no more than two (2) City Committees, Local Boards and Commissions at any given time; and,
- gg) Completed Application Forms and Tracking Forms are to be returned to the City Clerk's Department by the application deadline date, as set out in the advertised Public Notice; and,
- hh) A Selection Committee will be struck by City Council, the mandate of which will be to:
  - 1) review Citizen Member applications to City Committees, Local Boards and Commissions;
  - 2) interview applicants;
  - 3) make recommendations for the appointment of Citizen Members to the various City Committees, Local Boards and Commissions to the Nominating Committee or to the Standing Committee of City Council to which the Committee, Local Board or Commission reports;

The Selection Committee shall consist of:

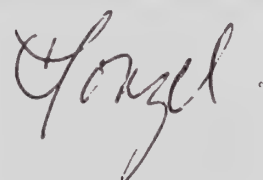
- 4) a minimum of five (5) Members of City Council appointed annually by the Nominating Committee;
- 5) one representative of the Committee, Local Board or Commission to which the Citizen Member vacancy applies to serve as a non-voting resource person.



ii) Selection Committee interviews will be conducted as follows:

- 1) All applicants who attend a mandatory Orientation Session and submit a completed Application Form, as well as incumbents who have applied for renewal of their present appointment, will be interviewed by the Selection Committee;
- 2) All applicants will be notified in writing of their interview date and time by the City Clerk's Department;
- 3) The allotted time for each interview will be approximately ten (10) minutes;
- 4) An established set of interview questions will be developed by the various City Committees, Local Boards and Commissions with the assistance of the City Clerk's Department;
- 5) The City Clerk's Department will notify all applicants in writing once the appointments have been approved by the appropriate Standing Committee of City Council or the Nominating Committee; and,

xii) That an Equitable Representation Survey of the City Committees, Local Boards and Commissions be conducted by the Human Resources Centre every three years, the first Survey of which was carried out in 1992.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a

**BACKGROUND:**

City Council at its meeting held 1992 September 29 adopted Section 26 of the EIGHTEENTH Report and Section 12 of the NINETEENTH Report of the Finance and Administration Committee for 1992 respecting a policy for the appointment of Citizen Members to City Committees, Local Boards and Commissions.

Over the past five years, some questions and/or concerns have surfaced respecting the policy that needed to be addressed. With the appointment of a new Selection Committee on 1997 December 4 and interviews for all City Committees, Local Boards and Commissions pending in 1998 January, the Selection Committee met on 1997 December 15 to review the existing policy and approved a few revisions, most of which are housekeeping changes, however, the most significant change includes the removal of the two consecutive term restriction placed on Committee, Local Board and Commission members.

attached

cc J. J. Schatz, City Clerk  
J. Johnston, Commissioner, Human Resources Centre  
J. Parker, Employment Equity Officer, Human Resources Centre







**CONSENT AGENDA**

**FINANCE AND ADMINISTRATION COMMITTEE**

**Tuesday, 1998 February 3rd  
1:30 o'clock p.m.  
Room 233, City Hall**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

- (i) Minutes of the regular meeting held on Tuesday, 1998 January 20th
- (ii) Minutes of the special meeting held on Monday, 1998 January 26th

**B. TREASURER**

Authorization to Enter into Extension Agreements on Specific Properties for the Payment of Realty Taxes

**C. CITY CLERK**

60th Anniversary Annual Distinguished Citizen of the Year Award

**D. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items





Tuesday, 1998 January 20  
1:30 o'clock p.m.  
Room 233, City Hall

A. (i)

**The Finance and Administration Committee met.**

**Present:** Alderman D. Wilson, Chairman  
Alderman D. O'Sullivan, Vice-Chairman  
Robert M. Morrow  
Alderman M. Caplan  
Alderman A. Horwath  
Alderman D. Haining  
Alderman C. Collins  
Alderman B. Charters  
Alderman B. Kelly

**Also Present:** Alderman M. Kiss  
Alderman R. Corsini  
J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
P. Noé Johnson, City Solicitor  
J. Schatz, City Clerk  
M. Watson, Real Estate Division, City Clerk's Department  
Fire Chief W. Shoemaker  
L. King, Building Commissioner  
R. Fair, Director of Culture and Recreation  
T. Bradbury, Treasury  
M. Mascarenhas, Housing  
J. Johnson, Commissioner of Human Resources  
M. Tanner, Planning  
K. Nutley, Real Estate  
D. Lobo, Commissioner of Public Works and Traffic  
T. Whitehead, Mayor's Office  
C. Mascarenhas, Treasury  
Susan K. Reeder, Secretary

**A G E N D A**

**A. DELEGATIONS**

**(a) East Hamilton Optimist Club Incorporated**

The Committee was in receipt of correspondence dated 1997 December and documentation for their request for Tax Exemption for Lakeland Community Centre, 180 Van Wagner's Beach Road, Hamilton.

The Committee was in receipt of correspondence from the Hamilton Region Conservation Authority dated 1997 October 31, respecting a Grant Request by East Hamilton Optimist Club Inc. (Optimist Club) re: Renovations to Lakeland Community Centre.

Jim Dimitroff and Clarence Howard were in attendance from the East Hamilton Optimist Club.

The Committee approved the following:

- (a) That the City advise Regional Council that it supports the request of the East Hamilton Optimist Club to Regional Council for the Lakeland Community Centre (excluding Lakeland Pool) to be

declared a Regional capital facility, exempt from taxation for municipal and school purposes under Section 210.1 of the Municipal Act; and,

- (b) That the 1997 capital grant request from the East Hamilton Optimist Club, previously tabled by the Finance and Administration Committee, be forwarded to the 1998 Capital Grant process for consideration.

(b) **Jack McNie re: Casinos**

Jack McNie introduced his delegation on behalf of the Casino No group. His group consisted of Anne Jones, Richard Allen, Bill Powell, Harry Meister and Dr. John Johnston. The delegation members then addressed the Committee with their request that the City not support permanent, charity gaming clubs (charitable casinos).

This matter was then discussed at great length by members of the Committee.

The Committee approved the following:

- (a) That the Province be advised that the City of Hamilton is opposed to the establishment of permanent, charity gaming clubs (charitable casinos); and,
- (b) That staff be authorized and directed to bring back Terms of Reference for a study on the social and economic impact of a Casino operation in the City of Hamilton.

**1. CONSENT AGENDA**

The Committee was in receipt of its Consent Agenda, and approved the following:

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

The Committee was in receipt of the minutes of its Regular Meeting held on Thursday, 1997 December 11th, and approved these minutes as circulated.

**B. TREASURER - Authorization to enter into Extension Agreements on Specific Properties for the Payment of Realty Tax Arrears**

The Committee was in receipt of a report from the Treasurer dated 1998 January 8, respecting the above noted matter, and approved the following:

- (a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on 1994 June 28:

763 Dunn Avenue  
491 Cannon St. E.

- (b) That a by-law to authorize the said Extension Agreements be enacted by Council; and,

- (c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

**C. THE HAMILTON PARKING AUTHORITY - Closing Capital Accounts**

The Committee was in receipt of a report from the General Manager of the Parking Authority of the City of Hamilton dated 1998 January 7, respecting the above noted matter.

The Committee approved the following:

That the City Treasurer be directed to close the following Capital Projects Account(s) of The Parking Authority of the City of Hamilton with any excess funding to be transferred to its original source of financing:

Centre Number	Project Description	Authorized Gross Cost	Total Expenditure	Excess Financing
908945002	Upgrade Existing Parking Facilities	150,000	149,818.81	181.19
909245001	Study/Design of Existing/Future Parking	100,000	99,911.87	88.13
909345008	Demolition and Site Preparation	100,000	99,060.54	939.46
909445012	Study/Design-Existing Future Projects	50,000	49,910.24	89.76
909545013	Upgrade Existing Facilities	100,000	97,973.18	2,026.82
909545014	Study/Design - Existing/Future Parking	50,000	48,463.00	1,537.00

**D. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items**

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1998 January 14, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - The Premier of Ontario - City of Hamilton Project Team Plastimet Fire Report - letter dated 1997 November 14.
- (b) Correspondence - Brian Hinkley, Community & Political Relations - Second Issue of "Contact" dated 1997 December - letter dated 1997 November 28.
- (c) Information Report - City Clerk - Tender to allow the leasing of Advertising Billboards on City Lands - report dated 1997 November 27.

- (d) Information Report - Director of Culture & Recreation - Chiller Removal & Relocation - City Hall - report dated 1997 December 3.
- (e) Correspondence - Hamilton Professional Fire Fighters Association - Arbitration - letter dated 1997 November 4
- (f) Information Report - Treasurer - Tax Collection - Point of Sale - report dated 1997 November 5
- (g) Information Report - Chief Administrative Officer - CAO Department Quarterly Report as of September 30, 1997 - report dated 1997 October 28
- (h) Information Report - City Solicitor - Law Department Quarterly Report as at September 30, 1997 - report dated 1997 October 20
- (i) Information Report - Director of Information Systems - Information Systems Department Quarterly Report as at September 30, 1997 - report dated 1997 October 28
- (j) Information Report - Fire Chief - Fire Department Quarterly Report as at September 30, 1997 - report dated 1997 November 6
- (k) Information Report - Managing Director/CEO, The Hamilton Entertainment and Convention Facilities Inc. - H.E.C.F.I. Quarterly Report as at September 30, 1997 - report dated 1997 October 17
- (l) Information Report - Treasurer - Treasury Department Quarterly Report as at September 30, 1997 - report dated 1997 October 23
- (m) Information Report - Chief Administrative Officer and Commissioner of Human Resources - Human Resources Centre Quarterly Report as at September 30, 1997 - report dated 1997 October 17
- (n) Information Report - Hamilton Public Library - Hamilton Public Library Quarterly Report as at 1997 September 30 - report dated 1997 October 21
- (o) Information Report - City Clerk - Legislative Quarterly Report as at September 30, 1997 - report dated 1997 October 30
- (p) Information Report - City Clerk - City Clerk's Department Quarterly Report as at September 30, 1997 - report dated 1997 October 30
- (q) Information Report - Director, Culture and Recreation and City Clerk - Property Department Quarterly Report as at September 30, 1997 - report dated 1997 October 20
- (r) Report to the Transport and Environment Committee from the Chief Administrative Officer - Construction of Sirente Drive - report dated 1997 November 20
- (s) Correspondence - Association of Municipalities of Ontario - Report of AMO's Structural Review Task Force - letter dated 1997 December 4th



- (t) Information Report - Treasurer - Update on the City of Hamilton 1998 Current Budget and the Who Does What Announcements - report dated 1997 December 17th
- (u) Information Report - Treasurer - Status of Hosting, Receptions and Related Accounts at November 30, 1997 - report dated 1997 December 5th
- (v) Information Report - Treasurer - Status of Unclassified Revenue and Expenditures as at November 30, 1997 - report dated 1997 December 5th
- (w) Correspondence - Federation of Canadian Municipalities - Call for Resolutions for consideration by: (a) FCM National Board of Directors, March 5-7, 1998 or (b) FCM Annual Conference, June 5-9, 1998 - letter dated 1997 December 8
- (x) Minutes - Hamilton Status of Women Sub-Committee - 1997 December 10th meeting
- (y) Correspondence - Ministry of Municipal Affairs and Housing - Recent regulations relating to local interim tax billing and other issues - letter dated 1997 December 24th
- (z) Correspondence - Chair, Large Urban Mayors' Caucus of Ontario - Fair Municipal Finance Act (Parts 1 and 2) - letter dated 1997 December 24th
- (aa) Information Report - Commissioner of Human Resources - Appointments to and Terminations from Permanent Positions with the Corporation of the City of Hamilton - report dated 1998 January 10th
- (bb) Information Report - City Clerk - Sale - Municipal Parking Lot 897 Barton Street East - report dated 1998 January 12th

## **REGULAR AGENDA**

### **2. BUILDING COMMISSIONER - Requested Report - Community Heritage Trust Fund Program; James Street Baptist Church, 98 James Street South**

The Committee was in receipt of a report from the Building Commissioner dated 1998 January 7, respecting the above noted matter.

The Committee approved the following:

That the request from James Street Baptist Church for a deferral on Community Heritage Trust Fund Program loan repayments for a period of one year, up to 1998 July 31 after which time the borrower will be required to resume monthly payments of \$555.13, be approved.

3. CITY CLERK/BUILDING COMMISSIONER/DIRECTOR OF CULTURE AND RECREATION - Temporary Relocation of Civic Departments in order to Accommodate the Regional Chairman, Regional C.A.O. and Regional Clerk's Department at City Hall

The Committee was in receipt of a report from the City Clerk, Building Commissioner and the Director of Culture and Recreation dated 1998 January 15, respecting the above noted matter.

The Committee then approved the following for presentation to a special meeting of City Council scheduled for 1998 January 20th:

- (a) That as a result of City Council approval to make space available on the first floor of City Hall as of 1998 April, for the Regional Chairman, Regional C.A.O. and Regional Clerk's Department, the following City Departments will be temporarily relocated as follows:
  - (i) The Information Systems Department will relocate its staff (13) from the south west corridor of the first floor at City Hall to various City/Regional locations in the downtown; and,
  - (ii) The Public Works and Traffic Department's First Attendance Facility will relocate its staff (13) to the space vacated by the Systems Department on the first floor of City Hall; and,
  - (iii) The Public Works and Traffic Department's School Crossing Guards section located on the Mezzanine Level will relocate its staff (5) to the space vacated by the Systems Department on the first floor at City Hall; and,
  - (iv) The Building Department's Project Management and Field Services Sections will relocate its staff (5) to the Mezzanine; and,
  - (v) The Municipal Non-Profit and Loans Division will relocate its staff (6) to 25 Main Street West, 15th Floor with rent being paid from the operations budget of the Municipal Non-Profit Housing Corporation; and,
  - (vi) The City Clerk's Department's Real Estate Division will relocate its staff (11) to the third floor of Hamilton Place with no rent payable; and,
  - (vii) The Culture & Recreation Department will relocate one staff to the fifth floor at City Hall; and,
- (b) That the City set aside a sum up to \$40,000 in order to cover the costs of demolishing the demising walls for the Region's space on the first floor of City Hall; and,
- (c) That the City Treasurer recommend the method of funding to cover the \$120,000 in estimated costs made up of \$40,000 to cover costs of demolishing the demising walls and \$80,000 to cover the costs of relocating the aforesaid departments.

- (a) Treasurer - Financing of Temporary Relocation of Civic Departments in order to accommodate the Regional Chairman, Regional C.A.O. and Regional Clerk's Department at City Hall

The Committee was in receipt of a report from the Treasurer dated 1998 January 15, respecting the above noted matter, and approved the following:

- (a) That financing of temporary relocation of Civic Departments be provided by a capital project being established in relation to the relocation of staff at an estimated amount of \$120,000 to be financed from the Reserve for Contingency, Account Centre No. CH 00115; and,
- (b) That the Reserve for Contingency be reimbursed, up to the amount disbursed, from the rent recoverable from the Region in relation to the space available for the Regional Chairman, Regional C.A.O. and Regional Clerk's Department.

4. TREASURER

- (a) Presentation - Current Value Assessment Update

Tom Bradbury of the Treasury Department provided an Update on Current Value Assessment information from the Province. The Committee agreed to receive this presentation for information.

- (b) 1998 Interim Taxation Billing

The Committee was in receipt of a report from the Treasurer dated 1998 January 15, respecting the above noted matter, and approved the following:

- (a) That the Interim Taxation Mill Rates for 1998 be established as follows:

Residential Rate	-	211.0000
Commercial Rate	-	361.5460

Each of the two rates are to be billed at 105.5000 mills and 180.7730 mills respectively, in each of the first two tax instalments, payable 1998 February 27th and March 31st. The Prelevy Residential Rate represents 49.782% of the 1997 Residential Rate. The Commercial Prelevy Rate is calculated in accordance with the legislation; and,

- (b) That, inasmuch as Council has decided that the Prelevy Tax Calculation as it applies to those businesses that are on the 1997 November Assessment Roll at 50% or less of the Realty Assessed Value, generates prelevy tax burdens on those properties that are excessive in relation to the taxes that may be levied on those properties in 1998, a reduction for the 1998 Prelevy will be applied as follows:
- (i) Those units that are on the 1997 November Assessment Roll at a Business Assessment Percentage of 30% or less receive a 14% Prelevy Tax Credit Adjustment; and,

- (ii) Those units that are on the 1997 November Assessment Roll at a Business Assessment Percentage of 50% receive a 3% Prelevy Tax Credit Adjustment; and,
- (c) That a Non-metered Water and Sewer Surcharge Prelevy, be established on behalf of the Regional Municipality of Hamilton-Wentworth, based on approximately 50% of the 1997 charge, to be billed in two equal instalments, payable 1998 February 27th and March 31st; and,
- (d) That the City Solicitor be authorized and directed to prepare the appropriate Prelevy Taxation By-law; and,
- (e) That the insert, attached herewith and marked Appendix "A", be included with each February Pre-levy Tax Bill and that an advertisement based on the insert appear in the Hamilton Spectator at the time of mailing of the tax bills.

(c) **Financial Shared Services Proposal - Update**

The Committee was in receipt of a report from the Treasurer dated 1998 January 15, respecting the above noted matter.

Discussion ensued with respect to the issue of a penalty clause being included into the Agreement, and the Committee agreed to amend the recommendation to advise the Region that the City does not agree with penalty clauses being inserted into the Agreement.

The Committee approved the following, as amended:

- (a) That the City Treasurer be authorized and directed to finalize an Agreement, for the provision of Financial Shared Services to the Region, in a form satisfactory to the City Solicitor, based upon the City's original proposal as amended by the report from the Treasurer dated 1998 January 15, which was presented to the Finance and Administration Committee, and available from the Committee Secretary upon request; and,
- (b) That the above-noted report from the Treasurer be amended with respect to Penalty Clauses to advise the Region that the City does not agree with penalty clauses being inserted into the Agreement; and,
- (c) That the City Treasurer report back to the Finance and Administration Committee, no later than the second scheduled meeting in 1998 February, on the progress of this initiative.

5. **REFERRALS FROM OTHER COMMITTEES**

(a) **Financing - Compensation for Management and Non-Union Groups**

The Committee was in receipt of a report from the Treasurer dated 1998 January 14, respecting the above noted matter, and approved the following:

That as referred to in Section 4 of the First Report of the Finance and Administration Committee approved by City Council on 1997 December



11, the costs of the 1997 Non-union compensation adjustments in the amount of \$141,200 be financed from the Reserve for Tax Stabilization.

(b) Financing - Parks and Recreation Ontario 1998 Education Forum - Sponsorship of Conference to be held in Hamilton, 1998 April 26 - 29

The Committee was in receipt of a report from the Treasurer dated 1998 January 15, respecting the above noted matter.

The Committee approved the following:

That as referred to in Section 14 of the Second Report for 1998 of the Parks and Recreation Committee, the contribution in the amount of \$10,000 to assist in defraying the costs of the Parks and Recreation Ontario 1998 Educational Forum conference to be held in Hamilton 1998 April 26 -29, be financed from the Hosting of Conferences with Municipal Subject Content Account CH 55307 80040.

(c) Financing of Huntingdon Park Recreation/Retrofit Account Centre No. CF 709141016

The Committee was in receipt of a report from the Treasurer dated 1998 January 14, respecting the above noted matter.

The Committee approved the following:

That as referred to in Section 9 of the Second Report for 1998 of the Parks and Recreation Committee, the financing for Huntingdon Park Recreation/Retrofit be funded as follows:

- (a) That the total project for Huntingdon Park Renovation/Retrofit as revised by City Council on 1993 April 13 (Eighth Report of the Finance and Administration Committee for 1993) now be revised again from \$3,385,000 to \$3,415,840 by \$30,840; and,
- (b) That the above net additional cost of \$30,840 be financed from the Reserve for Capital Projects, Account Centre No. CH 00203; and,
- (c) That the City Solicitor be authorized to revise the appropriate City By-Law No. 93-126 dated 1993 May 25 (previous OMB order No. E910675 dated 1991 July 11, and City By-Law No. 91-148 dated 1991 July 30) accordingly.

6. CHIEF ADMINISTRATIVE OFFICER

(a) Pedestrian Walkway to connect the Farmers Market and Eatons

The Committee was in receipt of a report from the Chief Administrative Officer dated 1998 January 14, respecting the above noted matter, and approved the following:

- (a) That the City temporarily suspend any further work on the originally contemplated pedestrian connection between the

Farmer's Market and Eaton's until Yale Properties and Eaton's along with the City of Hamilton conclude the optimum way of making the connection; and,

- (b) That the results of these discussions with Yale Properties and Eaton's come back to the Finance and Administration Committee for review.

(b) 1998 Closure of City Hall between Christmas and New Year's

The Committee was in receipt of a report from the Chief Administrative Officer dated 1998 January 14, respecting the above noted matter.

The Committee approved the following:

- (a) That approval be granted for Monday, 1998 December 28, to be designated the Statutory Holiday because Boxing Day falls on a Saturday; and,
- (b) That City Hall services along with some of the other municipal facilities and services except emergency services (fire, snow clearing, dispatch) not be provided between Christmas Day and New Year's Day on 1998 December 29, 30 and 31; and,
- (c) That the Region of Hamilton-Wentworth be requested to similarly declare 1998 December 28, a Statutory Holiday and to provide only emergency services between Christmas Day and New Year's Day.

(c) City of Hamilton response to requests for assistance from Eastern Ontario communities combatting the effects of severe weather conditions

The Committee was in receipt of a report from the Chief Administrative Officer dated 1998 January 14, respecting the above noted matter. The Committee was also in receipt of a financing report from the Treasurer dated 1998 January 14th.

The Committee was also in receipt of an Information report from the Mayor providing an up to date summary of relief efforts as of 1998 January 19th.

(i) Treasurer - Financing

The Committee was in receipt of a report from the Treasurer dated 1998 January 14, respecting the above noted matter.

The Committee approved the following:

That the following recommendation, approved via a poll of the Members of the Finance and Administration Committee, conducted on Tuesday, 1998 January 13th and unanimously approved, be ratified:

- (a) That in response to requests for assistance from Eastern Ontario and areas of Quebec Province as a result of severe weather conditions, that the following be provided:

- (i) Generators to be operated by trained personnel in Perth, Ontario; and,
- (ii) Two City Forestry crews (10 men), along with trucks and forestry equipment, for a minimum of 5 days for the purpose of cleaning up the debris of branches and trees in Lanark-Highland Township, Ontario; and,
- (b) Supply of fire wood from City forestry operations, with delivery supplied by others at no cost to the City; and,
- (c) That funding for this assistance be provided to an upset limit of \$50,000; and,
- (d) That the cost for assistance for Eastern Ontario as a result of severe weather conditions in an amount not to exceed \$50,000, be financed from the Reserve for Contingency, Account Centre No. CH 00115.

**7. INTERIM DOWNTOWN CO-ORDINATOR**

**(a) Gianni Longo - Downtown Vision Workshop**

The Committee was in receipt of a report from the Interim Downtown Co-ordinator dated 1998 January 15, respecting the above noted matter, and approved the following:

That the original approved budget allocation from the Downtown Partnership Account for the Downtown Vision Workshop to be conducted by Mr. Gianni Longo of American Communities Partnership be increased from \$10,000 to \$35,000.

**(b) Downtown Co-Ordinator - Hamilton Downtown Partnership**

The Committee was in receipt of a report from the Interim Downtown Co-ordinator dated 1998 January 15, respecting the above noted matter.

As a result of discussions on the sequencing of events for the holding of the Downtown Vision Workshop and the hiring of a Downtown Co-Ordinator, it was agreed that the hiring for this position be tabled until after the Workshop has been held.

It was further agreed that a Special meeting of City Council be held to discuss the process of initiating the Downtown Partnership, and that all members of Regional Council be invited to attend this meeting.

It was also agreed that for the 1998 February 3rd Finance and Administration Committee meeting, that staff bring forward an update status report on the Halton Homebuilders Partnership.

**8. CITY CLERK - Awarding of Contract - Miscellaneous Maintenance Services**

The Committee was in receipt of a report from the City Clerk dated 1998 January 15, respecting the above noted matter.

The Committee approved the following:

That a purchase order be issued to City Maintenance (formerly known as RCM Contracting Ltd.) to supply various maintenance services as and when required by the Real Estate Division of the City Clerk's Department and the Building Department during 1998, 1999 and 2000 being the most acceptable of the six (6) tenders received in accordance with the specifications issued by the Manager of Purchasing and Vendor's Tender, and be financed through the Building Department's Property Standards Account No. CH 56390 50001, and the City Clerk's Department Building Repairs - Civic Properties Account No. CH 57301 31106.

Hourly Rate One Person Operation	\$25
Hourly Rate Two Person Operation	\$35
Hourly Rate Three Person Operation	\$45
Hourly Rate for Rubber Tire Backhoe with Operator	\$40

9. COMMISSIONER OF HUMAN RESOURCES - Technology Improvements to Council Chambers

The Committee was in receipt of a report from the Commissioner of Human Resources dated 1998 January 15, respecting the above noted matter, and approved the following:

That the Director of Culture and Recreation, in consultation with the City Clerk, the Regional Clerk, the Director of Information Systems, and Members of Council, prepare recommendations and options to upgrade the technology in use in the Council Chambers including audio-visual equipment, television access, and computer access.

10. CORRESPONDENCE

(a) Association of Municipalities of Ontario - 1998 Membership Invoice

The Committee was in receipt of correspondence from the Association of Municipalities of Ontario dated 1997 December 17, respecting the above noted matter.

The Committee approved the following:

- (a) That the City renew its membership for 1998 with the Association of Municipalities of Ontario at a fee of \$13,928.02; and,
- (b) That staff be authorized to remit this payment at a cost to be financed from Account No. CH 56011-10032 - Memberships.

(b) Association of Municipalities of Ontario - Notice of Special Meeting on Friday, 1998 February 6th to "establish a response to the Province's initiatives over the past year, and to determine how best to achieve municipal goals in the years to come."

The Committee was in receipt of correspondence from the Association of Municipalities of Ontario, respecting the above noted matter.



The Committee approved the following:

That the Chairman of the Finance and Administration Committee or his designate, and two other members of the Finance and Administration Committee, be authorized to attend the Special Meeting of members of the Association of Municipalities of Ontario being held on 1998 February 6th in Toronto for the purpose of discussing a strategy for dealing with recent provincial government announcements regarding the allocation of financial responsibilities stemming from the Who Does What process as well as proposed changes to the Association's structure and operations.

(c) Referred from City Council - Hamilton Harbour Commissioners - Memorandum of Agreement - 1997 September 29th

The Committee was in receipt of a memorandum from the Acting City Clerk dated 1997 December 18, respecting the above noted matter.

With respect to this correspondence, the Committee agreed to receive and take no action in light of subsequent events which have occurred in the interim of the letter from the Hamilton Harbour Commissioners being written.

The Committee agreed that Brian Hinkley, the City's representative on the Hamilton Harbour Commission be invited to the next meeting of the Committee to discuss recent events concerning the Harbour.

With respect to the role of Alderman B. Charters, as the City's liaison with the Federal government, the Committee approved the following:

- (a) That staff and resources be made available to Alderman B. Charters in his role as the City's liaison with the Federal government in the drafting of the Letters Patent of the Hamilton Port Authority; and,
- (b) That staff provide monthly reports to the Finance and Administration Committee, copied to all members of City Council, with respect to the Letters Patent for the Hamilton Port Authority and with respect to the City's past claim to surplus profits from the Hamilton Harbour Commissioners; and,
- (c) That the City Solicitor be directed to provide a report back to the Finance and Administration Committee with an opinion on the City's right under the Canada Marine Act.

11. DIRECTOR OF CULTURE AND RECREATION

(a) A By-Law to Authorize a Municipal Capital Facility Agreement with The Hamilton East Kiwanis Boys' and Girls' Club Inc.

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1997 December 18, respecting the above noted matter, and approved the following:

- (a) That the operation of the Municipal Community Centre at 45 Ellis Street, Hamilton, by The Hamilton East Kiwanis Boys' and

Girls' Club Inc. be declared a Municipal Capital Facility for the purposes of the municipality and is for a public use; and,

- (b) That the appropriate By-law under Section 210.1 of the Municipal Act be enacted to authorize an Agreement with The Hamilton East Kiwanis Boys' and Girls' Club Inc. to operate the Municipal Community Centre at 45 Ellis Street; and,
- (c) That the City Solicitor and the Director of Culture and Recreation be authorized to negotiate a Municipal Capital Facility Agreement with The Hamilton East Kiwanis Boys' and Girls' Club Inc. for the use of 45 Ellis Street.

(b) **Award of Contract for Fire Alarm System - Upgrade - Copps Coliseum**

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1997 November 10, respecting the above noted matter.

The Committee approved the following:

That authorization be given to issue a purchase order in the amount of \$68,568.81 inclusive of GST (\$4,485.81) to Honeywell Limited of Hamilton to supply and install 10 FS90 fire panels within Copps Coliseum.

(c) **Strategic Direction - New Capital and Capital Maintenance Projects - City-Owned Buildings**

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1998 January 14, respecting the above noted matter. Reference was made that the recommendation should be amended to contain reference to barrier free access.

The Committee then approved the following amended recommendation:

That City Council endorse the Strategic Direction for New Capital and Capital Maintenance Projects for City-owned buildings not dedicated to culture and recreation purposes as described in the document attached hereto and marked Appendix "B".

(d) **Award of Contract for the Supply of Air Filters for Various Culture and Recreation Facilities**

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1998 January 14, respecting the above noted matter.

The Committee approved the following:

That authorization be given to establish an open order with Dafco Filtration Products Limited on a per unit cost basis for the years 1998, 1999, 2000. Estimated yearly cost of filters approximately in the \$35,000. to \$40,000. Dafco Filtration Products Limited was the lowest acceptable tender received in accordance with the specifications (REF: C20-2997) issued by the Purchasing Division.

**12. FIRE CHIEF - Purchase of One (1) Combination Aerial Ladder Truck**

The Committee was in receipt of a report from the Fire Chief dated 1998 January 7, respecting the above noted matter, and approved the following:

- (a) That a purchase order be issued to Smeal Fire Apparatus Co., West Snyder, Nebraska, in an amount not to exceed \$888,350.38 (Canadian Funds) including all applicable taxes, for the supply and delivery of one (1) Combination Aerial Ladder Truck, in accordance with the specifications issued by the Purchasing Division and the Vendor's Tender. This bid is the lowest acceptable bid received; and,
- (b) That this expenditure be financed through Capital Account CF 5531 489851027 - Replacement of Snorkel Truck; and,
- (c) That the Mayor and the City Clerk be authorized and directed to execute the above mentioned contract in a form satisfactory to the City Solicitor.

**13. REQUESTS TO APPEAR AS DELEGATIONS**

- (a) Ontario Liquor Boards Employees' Union re: Provincial government plans to privatize the Liquor Control Board of Ontario

The Committee was advised of the above-noted request, and agreed that as this is an issue outside of the municipal jurisdiction, that no action be taken.

- (b) The Enfield Group - re: Free Parking in Downtown Hamilton

The Committee was advised of the above noted request, and agreed to take no action is receiving a delegation.

**ADDED DELEGATIONS - EXPROPRIATION MATTER**

The Chairman advised the Committee that two parties were in attendance to speak to the Committee respecting an item on the In Camera agenda respecting Expropriation. The Committee agreed to hear the delegations in Open Session. In this regard, Mr. & Mrs. J. M. Crockett at 1472 Upper Gage Avenue and Mr. Paul Zanesko on behalf of his parents, at 1496 Upper Gage Avenue spoke to the Committee. Mr. & Mrs. Crockett indicated that they want the City to expropriate all of their property, and not just a portion of their land as they see the development and partial expropriation as diminishing the enjoyment of their property. Mr. & Mrs. Zanesko appealed to the Committee that the portion of their land which will be expropriated is worth more than the City will pay them.

The Committee thanked the delegations for their presentations.

**14. IN CAMERA AGENDA**

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session, and approved the following:

AA. CITY SOLICITOR AND COMMISSIONER OF PUBLIC WORKS AND TRAFFIC

(i) City of Hamilton -ats- Askey; Ontario Court (General Division) Action No. 11065/95

- (a) That the City decline to accept the Plaintiff's Offer to Settle Ontario Court (General Division) Action No. 11065/95 for the payment to the Plaintiff, Dorothy Askey, of the sum of \$22,203 inclusive of damages, interest and costs; and,
- (b) That the City make an Offer to Settle in Ontario Court (General Division) Action No. 11065/95 in the following terms:
  - (i) That the City will pay to the Plaintiff, Dorothy Askey, the sum of \$14,100 inclusive of damages, interest and costs; and,
  - (ii) That the Plaintiff will provide the City of Hamilton with a Full and Final Release in a form satisfactory to the City Solicitor; and,
  - (iii) That this action will be dismissed without costs; and,
  - (iv) This Offer remains open for acceptance until withdrawn, or until the commencement of Trial whichever first occurs.

(ii) City of Hamilton -ats- Espey; Ontario Court (General Division) Action No. 13519/96

- (a) That the City resolve Ontario Court (General Division) Action # 13519/96 by the payment to the Plaintiff, Dorothy Espey, of the sum of \$5,000 inclusive of all claims for damages, interest and costs; and,
- (b) That the Plaintiff be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That Ontario Court (General Division) Action # 13519/96 be dismissed without costs.

(iii) City of Hamilton -ats- Marta Powell et al; Ontario Court (General Division) Action No. 8527/95

- (a) That the City of Hamilton decline to accept the Plaintiffs' Offer to Settle Ontario Court (General Division) Action No. 8527/95 whereby the City of Hamilton would pay to the Plaintiff the sum of \$15,000, plus legal costs; and,
- (b) That the City of Hamilton Offer to Settle all outstanding issues in Ontario Court (General Division) Action No. 8527/95 on the following terms:
  - (i) The City of Hamilton pay to the Plaintiffs Marta Powell, Jolana Fodor and Robert Powell the sum of \$3,500, inclusive of all claims for damages, interest and costs; and,



- (ii) That the Plaintiffs' be required to execute a full and final release in a form satisfactory to the City Solicitor; and,
  - (iii) That Ontario Court (General Division) Action No. 8527/95 be dismissed without costs; and,
  - (iv) That this Offer to Settle remains open for acceptance until withdrawn, or until the commencement of trial, whichever first occur.
- (iv) City of Hamilton -ats- Phyllis Honsberger et al; Ontario Court (General Division) Action No. C14260/94

That the City decline to accept the Plaintiffs' Offer to Settle Ontario Court (General Division) Action No. C14260/94 by the payment to the Plaintiffs Phyllis Honsberger and Gaye-Ann Pracsovics the amount of \$26,920.37 plus prejudgment interest, plus costs.

- (v) City of Hamilton -ats- Pepe; Ontario Court (General Division) Action #10038/95
- (a) That the City resolve all outstanding issues in Ontario Court (General Division) Action No. 10038/95 by the payment to the Plaintiffs, Angela, Domenico, Donatella, Barbara, Denise and Patricia Pepe, of the sum of \$5,000 inclusive of all claims for damages interest and costs; and,
  - (b) That the Plaintiffs be required to obtain a Judge's approval of the infant portion of the settlement; and,
  - (c) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
  - (d) That Ontario Court (General Division) Action No. 10038/95 be dismissed without costs.

**BB. CITY CLERK**

- (i) Declaration of Surplus Property/Sale - 2, 4, 6, 8, 10 and 12 Tamarack Place
- (a) (i) That 2, 4, 6, 8, 10, and 12 Tamarack Place be declared surplus to the requirements of the City of Hamilton in accordance with Real Property Sales Procedural By-law No. 95-049; and,
  - (ii) That the Real Estate Division be authorized and directed to sell these properties in accordance with the Real Property Sales Procedural By-law; and,
  - (b) (i) That an Offer to Purchase the rear land at 2 Tamarack Place for the price of \$5,328, executed by A.D. and L.A. Vacca dated 1997 December 8, be accepted. The said land has an area of 110 square metres (1,184 square feet) more or less, being Part 1 on Plan 62R-13664, said transaction scheduled to close on 1998 March 31. Funds derived from this sale be credited to Account Centre CH 00102 (Reserve for Property Purchases); and,

- (ii) That the required deposit cheque in the amount of \$533 be held by the City Treasurer pending Council approval; and,
- (c)
  - (i) That an Offer to Purchase the rear land at 4 Tamarack Place for the price of \$4,842, executed by P.P. Fticar dated 1997 December 4, be accepted. The said land has an area of 100 square meters (1,076 square feet) more or less, being Part 2 on Plan 62R-13664, said transaction scheduled to close on 1998 March 31. Funds derived from this sale be credited to Account Centre CH 00102 (Reserve for Property Purchases); and,
  - (ii) That the required deposit cheque in the amount of \$484 be held by the City Treasurer pending Council approval; and,
- (d)
  - (i) That an Offer to Purchase the rear land at 6 Tamarack Place for the price of \$4,842, executed by N. and M. Starcevic dated 1997 December 3, be accepted. The said land has an area of 100 square metres (1,076 square feet) more or less, being Part 3 on Plan 62R-13664, said transaction scheduled to close on 1998 March 31. Funds derived from this sale be credited to Account Centre CH 00102 (Reserve for Property Purchases); and,
  - (ii) That the required deposit cheque in the amount of \$484 be held by the City Treasurer pending Council approval; and,
- (e)
  - (i) That an Offer to Purchase the rear land at 8 Tamarack Place for the price of \$6,781, executed by M.J. and C.J. McHugh dated 1997 December 3, be accepted. The said land has an area of 140 square metres (1,507 square feet) more or less, being Part 4 on Plan 62R-13664, said transaction scheduled to close on 1998 March 31. Funds derived from this sale be credited to Account Centre CH 00102 (Reserve for Property Purchases); and,
  - (ii) That the required deposit cheque in the amount of \$678 be held by the City Treasurer pending Council approval; and,
- (f)
  - (i) That an Offer to Purchase the rear land at 10 Tamarack Place for the price of \$11,140, executed by D. and D.J. Therrien dated 1997 November 29, be accepted. The said land has an area of 230 square metres (2,476 square feet) more or less, being Part 5 on Plan 62R-13664, said transaction scheduled to close on 1998 March 31. Funds derived from this sale be credited to Account Centre CH 00102 (Reserve for Property Purchases); and,
  - (ii) That the required deposit cheque in the amount of \$1,114 be held by the City Treasurer pending Council approval; and,
- (g)
  - (i) That an Offer to Purchase the rear land at 12 Tamarack Place for the price of \$1,937, executed by M.A. and D.A. Garon dated 1997 November 29, be accepted. The said land has an area of 40 square metres (430.55 square feet) more or less, being Part 6 on Plan 62R-13664, said transaction scheduled to close on 1998 March 31. Funds derived from this sale be credited to Account Centre CH 00102 (Reserve for Property Purchases); and,

- (ii) That the required deposit cheque in the amount of \$194 be held by the City Treasurer pending Council approval; and,
- (h) That the City Clerk be authorized and directed to execute and issue a Certificate of Compliance in the form prescribed pursuant to Section 193 of the Municipal Act incorporating the following:
  - (i) Satisfactory notice has been given to the public of the intended sale; and,
  - (ii) No appraisal of fair market value of the real property intended to be sold has been obtained as land that does not have direct access to a highway and is being sold to the owner of land abutting that land is exempt from the appraisal requirement of Section 193 of the Municipal Act.

(ii) Sale of City Property (Tax Sale) - 1319 Main Street East

- (a) That an Offer to Purchase Agreement for 1319 Main Street East for the price of \$50,000, executed by S. Syal and S. Syal, dated 1997 November 25, be accepted. The said lands being composed of Lot 69, Plan 527, have a frontage of 9.144 metres (30.0 feet) more or less, along the northerly limit of Main Street East and a depth of 30.48 metres (100.0 feet) more or less. The lands and buildings were vested with the Corporation of the City of Hamilton as a consequence of proceedings under the Municipal Tax Sales Act, R.S.O. 1990, Chapter M.60 as amended. Funds derived from this sale of \$50,000, less a commission of \$3,000, be credited to Account No. CH 4X501 00102 (Reserve for Property Purchases); and,
- (b) That the required deposit cheque in the amount of \$5,000 be held by the City Treasurer pending Council approval; and,
- (c) That upon successful completion of this sale, a real estate commission of \$3,000 (6% of the \$50,000 sale price) be paid to Chambers & Company Limited (Sales Representative Frank Caravaggio), who acted in this matter; and,
- (d) That the City Clerk be authorized and directed to execute and issue a Certificate of Compliance in the form prescribed pursuant to Section 193 of the Municipal Act incorporating the following:
  - (i) Satisfactory notice has been given to the public of the intended sale; and,
  - (ii) An appraisal of the fair market value of the real property intended to be sold was obtained on 1998 January 20.

CC. COMMISSIONER OF HUMAN RESOURCES

(i) Aldermen's Compensation

That the formula to annually adjust the salaries of the Mayor and City Aldermen based on December 1 data, as the lesser of 5% or the annual increase in the Consumer Price Index, of the 12 months of the preceding year be re-instituted.

(ii) Complement Adjustment

- (a) That the City of Hamilton fund 50% (\$2,350) of the gross \$4,700 cost for an early retiree OMERS bridging arrangement; and,
- (b) That this amount be funded first, from any operating surplus within the Human Resources Centre Budget, and second, the City Treasurer recommend a method of financing.

**DD. CITY SOLICITOR - Elmore Drive - Expropriation to acquire land**

To acquire two parcels of vacant land for highway and municipal purposes to complete the extension of Elmore Drive, it is recommended:

- (a) That, in accordance with the Expropriations Act, Council, as an approving authority, approve the application of the City to expropriate land for highway and municipal purposes, such lands, each measuring 33 feet by 100 feet and described as Parts 2 and 5, Plan 62R-1132, being rear portions of two properties known as 1472 and 1496 Upper Gage Avenue; and,
- (b) That, having considered the reports of the Inquiry Officer with respect to Parts 2 and 5, Council, as approving authority, has approved the proposed expropriation because the lands are reasonably necessary in the achievement of the objectives of the expropriating authority; and,
- (c) That the City Clerk be authorized and directed to give Notice of the City's decision and reasons in accordance with the Expropriation Act; and,
- (d) That Council, as approving authority, authorize the City Solicitor to prepare appropriate by-laws to expropriate the lands for highway and municipal purposes.

**ADDED - TASK FORCE TO STUDY HAMILTON PARKING AUTHORITY AND DOWNTOWN**

The Committee approved the following:

That a Task Force consisting of Alderman D. Wilson, Alderman C. Collins, Alderman F. D'Amico and appropriate staff be struck to report back on a full Study of the Hamilton Parking Authority and the Downtown.

**ADDED - STAFF REPORT BACK ON NO SMOKING REFERENDUM**

The Committee approved the following:

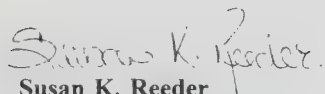
That staff report back to the Finance and Administration Committee with respect to follow up action to be taken as a result of the referendum respecting No Smoking Legislation.



16. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

  
Susan K. Reeder  
Secretary  
1998 January 20

ALDERMAN D. WILSON, CHAIRMAN  
FINANCE AND ADMINISTRATION COMMITTEE



1998 January 27

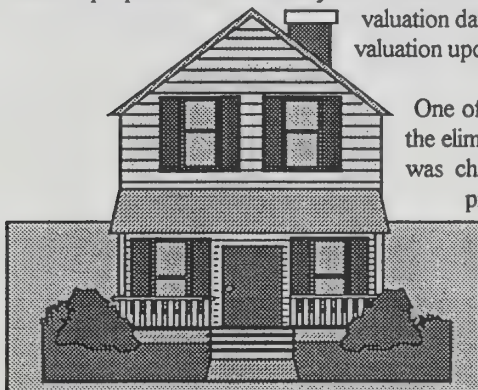
Appendix "A" referred  
to in Section 6 of the  
**THIRD** Report of  
the Finance and  
Administration  
Committee for 1998

## 1998 MUNICIPAL TAXATION



**City of  
HAMILTON**

The Province of Ontario has passed Legislation that will effect the calculation of your municipal taxes. Traditionally, in Hamilton-Wentworth and across the Province, assessments are based on the market value of properties for different years. These changes will update all property values to a June 30, 1996 valuation date and the Legislation commits to a schedule for future valuation updates.



One of the most significant changes to municipal taxation is the elimination of the Business Occupancy Tax (BOT), which was charged to each business operator. The tax revenues previously generated from this source must now be recovered from real property taxation.

### 1998 Pre-Levy Tax Billing

The 1998 **residential pre-levy tax bills** are based on "preliminary" realty assessment values taken from the November 1997 return of the assessment roll. The pre-levy tax bills will be based on the old assessment values, not the new Current Value Assessments. As in previous years, the taxes billed are calculated by multiplying the old assessment values by approximately 50 % of the prior years residential mill rate, as indicated in the legislation. Accordingly, neither the effects of provincial downloading nor changes to education financing make up a portion of the pre-levy bill.

The 1998 **non-residential pre levy tax bills** are based on "preliminary" commercial assessment values taken from the November 1997 return of the assessment roll. The commercial prelevy mill rate, calculated in accordance with the provincial legislative direction is then applied to each commercial assessment to arrive at a prelevy taxation amount on each property. You will note that the difference between the residential prelevy mill rate and the commercial one is much larger than it has been in the past. Part of that difference is attributed to the legislation allowing the municipality to levy the commercial prelevy mill rate rather than the residential one on all commercial property assessment. The remainder of that difference is made up of the addition of what had been the business occupancy tax onto the commercial realty taxation billing. Again, the effects of provincial downloading and changing education financing are not part of the pre-levy billing.

### 1998 Levy Tax Billing

Traditionally, taxes have been based on residential and commercial mill rates. The new Legislation will create new property classes and the requirement for a different tax rate for each of the new tax classes. The Province has also made changes to the manner in which Education taxes are levied. Commencing in 1998, provincial wide education tax rates will be set for residential and non-residential taxation and added to municipal tax bills. The local Boards of Education previously determined these rates.

There will be a reduction in the amounts levied for education purposes in 1998 for residential taxpayers, as the Province is assuming partial responsibility. However, it is projected that the tax savings may be more than offset by an increase in the Regional and City portions of the levy due to the downloading of responsibilities to the Region and the City by the Province of Ontario.

#### What you can expect

The Province, through the Ministry of Revenue and their Regional Assessment Offices, is in the process of forwarding assessment notices to each property owner. Those notices will reflect the new **current value assessment** and those values will become the basis for municipal taxation. Instructions with respect to speaking to a regional assessment representative will accompany the assessment notices. At the same time, municipal governments are expending much time and effort interpreting the new legislation, making appropriate policy decisions and redesigning their tax billing systems to incorporate the new requirements. In accordance with the legislation, the majority of the policy decisions are to be made by the regional level of government and the formulation of those decisions is ongoing. For these reasons, the City of Hamilton is not in a position to comment on projected 1998 individual property tax bills.

#### Other changes proposed in the Legislation

The Province of Ontario has also proposed changes in the Legislation, which will allow municipalities to ease the impact of reassessment for taxpayers. However, tax increases, as a result of changing responsibilities between levels of government and associated costs, can not be phased in, nor can they be deferred under a tax deferral scheme. As indicated previously, the implementation of programs designed to ease reassessment impacts, depend on policy decisions that are to be made by the Region of Hamilton-Wentworth. The legislation provides for the following programs:

- a) Phased in tax increases/decreases.
- b) A tax deferral scheme for qualified senior/disabled persons.
- c) A tax rebate program for qualified charitable organizations.
- d) Graduated commercial mill rates.

Before any decisions can be made concerning the criteria for any of the above noted programs much analysis is required. The data needed for the analysis has only recently been distributed to each municipality in the Province, by the Ministry of Revenue. As decisions are made and local policy is formulated the City will keep you updated. Inasmuch as further details are as yet unavailable the City would encourage you to wait for further notice in this regard.





1998 January 27

Appendix "B" referred  
to in Section 22 of the  
**THIRD** Report of  
the Finance and  
Administration  
Committee for 1998

## **CULTURE AND RECREATION FACILITIES AND BUILDINGS**

### **STRATEGIC DIRECTION**

#### **NEW CAPITAL AND CAPITAL MAINTENANCE PROJECTS**

##### **OVERVIEW:**

The Department of Culture and Recreation exists to enhance the quality of life in the City Hamilton through the provision of arts, heritage, sport and recreation services. It has also been assigned responsibility for the stewardship and management of all city-owned buildings and facilities.

The building inventory includes up to 200 properties and includes City Hall, fire stations, museums, arenas, recreation centres, major outdoor stadia, fieldhouses, tennis and lawn bowling facilities and other civic properties. The Kings Forest and Chedoke Civic Golf Courses and Chedoke Winter Ski Park further add to this list of properties under the jurisdiction of the Department.

The functions and uses of these buildings vary greatly. City Hall, for example, serves as the focal point for civic life in our community. It is a meeting place, a place of business and a downtown attraction.

For the past number of years, up to three civic departments have given consideration to the capital requirements of the city's buildings and facilities. Through a series of reorganizations City Council has now concentrated this responsibility with the Director of Culture and Recreation.

Staff of the Department have just completed a total review of capital needs and capital budget development processes and are presenting this Strategic Plan for the consideration and approval of City Council for implementation for the 1998 Ten Year Capital Plan.

##### **MISSION:**

Buildings and facilities in the ownership of the City of Hamilton set the standard for appearance, cleanliness, energy efficiency and ease of access and use. Pride of ownership is an essential element of being a good neighbour. The City's buildings and facilities reflect taxpayers' pride in their heritage, their community and their institutions.

The staff of the Department of Culture and Recreation are committed to achieving this mission in fulfilment of their role as stewards and managers of the City's inventory of buildings and facilities.

We will achieve this mission by adhering to the principles outlined in this plan and by adhering to a planning process that ensures that:

- \* need for buildings and facilities is clearly understood
- \* use of buildings and facilities drives design and construction
- \* designs for retrofits and new construction balance use, design, maintenance and safety objectives

PRINCIPLES:

1. FUNCTIONAL AND USER-FRIENDLY BUILDINGS AND FACILITIES:

All buildings and facilities must provide a positive environment in order to ensure that the intended uses can be carried out effectively and efficiently.

3. ENERGY EFFICIENT AND ENVIRONMENTALLY FRIENDLY BUILDINGS AND FACILITIES:

The development of a strategic energy plan; increased investment in building automation system technology and modernization of the Central Utilities Plant through the District Heating initiative will maximize energy efficiency, thereby reducing costs and ensure compliance with global environmental initiatives in the area of greenhouse gases. The application of other environmentally friendly objectives will carefully considered.

3. BUILDINGS AND FACILITIES THAT MAXIMIZE CAPITAL INVESTMENT THROUGH PROACTIVE LIFE CYCLE MAINTENANCE:

The capital construction and maintenance programs ensure that buildings and facilities perform up to and beyond city and industry standards throughout their life cycle.

4. BUILDINGS AND FACILITIES WILL BE BARRIER FREE

All facilities will renovated or constructed in accordance with the Barrier Free Standards to ensure that all residents can have access to services provided at city facilities.

CURRENT STATE:

The vast majority of the City's buildings are near or at the end of their normal life cycle. Past capital planning approaches have been specific and fragmented. The mandate in the recent past has been simply to fix what is broken. Until recently, little attention has been paid to evaluation of use and aesthetics.

1998 January 27

PREFERRED STATE:

In order to achieve the Mission, it is necessary to adopt a broader and more aggressive capital strategy. Balance must be achieved relative to use, maintenance, design and safety. The capital review and prioritization process documents and recommends capital priorities on a more coordinated and systematic way.

This "Total Building Approach" will ensure that any future investment will return full value in terms of programming and efficiency of operation.

ASSET MANAGEMENT PROGRAM:

Staff are proposing the adoption of an Asset Management Program. By its very name, the program assumes that each and every one of the city's buildings and facilities is an "asset" in true financial terms. As such, it is imperative that the value of these public assets be protected and enhanced.

Beyond financial considerations, these public assets fulfil a civic purpose in that they are used for a variety of needed and important functions.

The Total Building Approach that characterizes the Asset Management Program examines each building and facility in its totality and considers capital requirements across a number of dimensions:

**1. PROGRAMMING:**

For what purpose is the asset intended to be used? Does the current state of the asset facilitate the full and effective use? Does it meet current trends and standards relative to use? Is it organized in such a way as to maximize revenues, should this be an element of its use?

**2. IMAGE:**

Does the asset present an external appearance in keeping with the Mission? Does it have an attractive address? Is the asset present an appealing internal appearance? Are users comfortable?

**3. OPERATIONAL MAINTENANCE:**

Does the asset perform to code, city or industry standards? Is it energy efficient? Is it time to replace major infrastructure elements? What's worn out? What needs to be replaced? What needs to be done to support changes to programming?

PRIORITIES:

Staff of the Department of Culture and Recreation Department, in consultation with stakeholders have developed a draft Ten Year Capital Plan for each asset for consideration during the 1998 Capital Budget based on the principles of this strategy.

Priority will continue, in the short term, to be placed on the evaluation and retrofit of existing assets.

New projects will also be evaluated based on service need and financial impact.



Monday, 1998 January 26  
12:00 o'clock noon  
Room 219, City Hall

A.  
(ii)

**A Special meeting of the Finance and Administration Committee met.**

**Present:** Alderman D. Wilson, Chairman  
Alderman D. O'Sullivan, Vice-Chairman  
Mayor Robert M. Morrow  
Alderman M. Caplan  
Alderman A. Horwath  
Alderman D. Haining  
Alderman C. Collins  
Alderman B. Charters  
Alderman B. Kelly

**Also Present:** J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
P. Noé Johnson, City Solicitor  
J. Schatz, City Clerk  
Fire Chief W. Shoemaker  
F. Biancucci, Fire Department  
R. Fair, Director of Culture and Recreation  
R. Sabo, Law Department  
Susan K. Reeder, Secretary

**A G E N D A**

**1. DIRECTOR OF CULTURE AND RECREATION**

**(a) Emergency Chiller Replacement - Copps Coliseum**

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1998 January 23rd respecting the above noted matter.

The Committee was also in receipt of a report from the Treasurer dated 1998 January 23rd respecting the financing for this item.

The Committee approved the following:

- (a) That a 1998 Capital Budget Project be authorized for the emergency repair and replacement of the two ice making chillers at Copps Coliseum to an upset limit of \$220,000 inclusive of the applicable taxes; and,
- (b) That approval be given to establish a Purchase Order with York International Ltd. of Mississauga, Ontario in the amount of \$174,580.85 inclusive of \$10,882.99 G.S.T. for the supply of labour and materials to repair and overhaul the two ice making chillers at Copps Coliseum this being the only acceptable Vendor (Original Equipment Manufacturer) in accordance with the Administrative Guidelines of the Purchasing Policy; and,
- (c) That approval be given to establish a purchase order with Aggreko Inc. of Brampton, Ontario for the weekly lease of a 200 ton portable refrigeration unit in the amount of \$7,835. plus applicable taxes; and,
- (d) That the 1998 capital project established in relation to Repairs of Copps Coliseum Ice Plant Equipment at an estimated amount of \$220,000 be financed from the Reserve for Contingency, Account Centre No. CH 00115; and,

- (e) That the 1998 Capital Budget submission (Copps/Central Library convert to CFC Refrigeration Equipment in the amount of \$342,000) from the Culture and Recreation Department be reduced accordingly.

#### **ADDED - 231 GAGE AVENUE NORTH**

The Committee was in receipt of Added Reports respecting 231 Gage Avenue North in the areas of enforcement action and security services.

With respect to **Enforcement Action**, the Committee was in receipt of a report from the Fire Chief dated 1998 January 26th. The Committee was also in receipt of a financing report from the Treasurer dated 1998 January 26th. The Committee approved the following:

- (a) That City Council authorize the expenditure of an additional \$90,000 to complete the removal and provision of temporary storage of the remainder of combustible contents contained in the building located at 231 Gage Avenue North. Further costs will be incurred once the Court has rendered a decision regarding disposal or subsequent storage of the contents; and,
- (b) That the cost of removal and provision of temporary storage of the combustible contents at 231 Gage Avenue North at an estimated amount of \$90,000 be financed from the Reserve for Contingency, Account Centre No. CH 00115; and,
- (c) That the Reserve for Contingency be reimbursed on receipt of recovery of the cost.

With respect to **Security Services**, the Committee was in receipt of a report from the Fire Chief dated 1998 January 22nd. The Committee was also in receipt of a financing report from the Treasurer dated 1998 January 23rd. The Committee approved the following:

- (a) That City Council authorize payment of costs for security services at 231 Gage Avenue North pursuant to the directions from the Ontario Fire Marshal on 1997 December 6; and,
- (b) That the Hamilton Fire Chief pursue collection of these costs from the landowner, with the assistance of the Fire Marshal and City Solicitor; and,
- (c) That the cost for security service at 231 Gage Avenue North at an estimated amount of \$62,000 be financed from the Reserve for Contingency, Account Centre No. CH 00115; and,
- (d) That the Reserve for Contingency be reimbursed on receipt of recovery of the cost from the landowner.

Considerable discussion then ensued with respect to the issues surrounding the fire violations at 231 Gage Avenue North.

#### **ADDED - A.M.O. SUPPORT FOR PUBLIC INQUIRY INTO THE PLASTIMET FIRE**

Alderman Horwath spoke to the Committee regarding the above noted matter, and in this regard, the Committee approved the following:

- (a) That the Association of Municipalities of Ontario be petitioned to support the City of Hamilton's resolution respecting a full Public Inquiry into all aspects of

the Plastimet Fire at 363 Wellington Street North as per City Council's resolution approved 1997 July 24th as follows:

"That the Province of Ontario be requested to conduct a full public inquiry into all aspects of the Plastimet Fire at 363 Wellington Street North and that this inquiry provide recommendations aimed at preventing a reoccurrence of this type of fire and its resulting consequences in the future and further that all local M.P.P.'s be asked to support this request."

- (b) That the above-noted motion be presented by the City's representatives who will be attending the Special meeting of members of the Association of Municipalities of Ontario being held on 1998 February 6th in Toronto.

**ADDED - REPORT BACK - RECYCLING CONCERNS**

Further to discussions regarding the recycling operation at 231 Gage Avenue North, the Committee requested that staff report back to the Finance and Administration Committee with a report to identify the various areas of concerns that exist with respect to recycling operations. Areas of concern would focus on fire violations primarily, perhaps zoning infractions, building code infractions, etc.

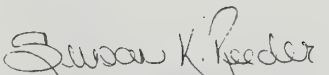
Further to the discussion, it was referenced that it is the Province that should be proactive on the type of concerns that are becoming known about recycling operations. Reference was also made to petitioning both A.M.O. and F.C.M. with the municipalities concerns as outlined in the requested staff report to encourage them to lobby the appropriate government bodies to set guidelines in place for these operations.

**ADJOURNMENT**

**There being no further business, the meeting then adjourned.**

**Taken as read and approved,**

**ALDERMAN D. WILSON, CHAIRMAN  
FINANCE AND ADMINISTRATION COMMITTEE**

  
**Susan K. Reeder**  
**Secretary**  
**1998 January 26th**





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

B.

**DATE:** 1998 January 27

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer


**SUBJECT:** Authorization to enter into extension agreements on  
specific properties for the payment of realty tax arrears

**RECOMMENDATION:**

- (a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on June 28, 1994:

236 Grenfell St.  
491 Cannon St. E.  
44 Nicklaus Dr

- (b) That the attached by-law to authorize the said Extension Agreements be enacted by Council.
- (c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The execution of the by-law and agreements, where required, will defer the City's right to sell the lands for tax arrears for a maximum period of 24 months; however, the City will be in receipt of regular monthly payments towards current and prior years arrears over the term of the agreements.

## **BACKGROUND:**

Section 8 of the Municipal Tax Sales Act provides that the municipality, by a by-law passed after the registration of the tax arrears certificate and before the expiry of the one-year period for redemption, may authorize an extension agreement with the owner of the land extending the period in which the cancellation price is to be paid. On June 28, 1994, in accordance with this legislation, Council approved a policy authorizing the City to enter into extension agreements with taxpayers providing certain conditions were met.

The owner of a property which has been registered for tax arrears may request the City to consider an extension agreement at any time up to and including the final day on which the redemption period expires. Administratively, there may not be sufficient time to obtain the necessary Council approval of the by-law prior to this deadline. Accordingly, staff are requesting advance authorization for the City to enter into extension agreements, if necessary, with the owners of the above specific properties providing they meet the conditions outlined in the policy adopted by Council on June 28, 1994.

In certain instances when all of the conditions in the extension agreement policy are not met the Treasurer should be allowed the latitude to recommend an extension agreement be entered into if it is deemed to be in the best financial interest of the municipality. Under these circumstances a separate report would be provided to the Committee for deliberation and approval.

During the initial months of this repayment option it has been ascertained that operational time constraints, e.g. writing of reports, council approvals, make it necessary to have the authorization to enter into these extension agreements pre-approved. Accordingly, in the month that the legislated final notices for the tax registration process are mailed out (280 days from the registration date), a listing of all those properties for which the owners may wish to enter into an extension agreement will be forwarded to Committee and Council for approval. Owners who show an interest in entering into an extension agreement with the City prior to the mailing of the final notices, will be added to the monthly reports as required.

/WDD

**SCHEDULE "A"**  
**EXTENSION AGREEMENTS**

1)	PROPERTY ADDRESS	236 GRENFELL ST.
	SERIAL NUMBER	04 03210 3180
	BRIEF LEGAL DESCRIPTION	PLAN 505 PART LOT 367 & 369 LOT 368
	DATE OF REGISTRATION	NOVEMBER 12, 1997
	TAX ARREARS CERTIFICATE #	LT478371
	REDEMPTION DATE	NOVEMBER 12, 1998
	TOTAL ARREARS	\$7,270.19
2)	PROPERTY ADDRESS	491 CANNON E
	SERIAL NUMBER	03 02365 4000
	BRIEF LEGAL DESCRIPTION	PLAN 158 PART LOT 30
	DATE OF REGISTRATION	AUGUST 18, 1997
	TAX ARREARS CERTIFICATE #	LT465888
	REDEMPTION DATE	AUGUST 18, 1998
	TOTAL ARREARS	\$12,399.63
3)	PROPERTY ADDRESS	44 NICKLAUS DR
	SERIAL NUMBER	05 05335 5570
	BRIEF LEGAL DESCRIPTION	WENT CONDO PLAN 21 UNIT 57
	DATE OF REGISTRATION	NOVEMBER 12, 1997
	TAX ARREARS CERTIFICATE #	LT478374
	REDEMPTION DATE	NOVEMBER 12, 1998
	TOTAL ARREARS	\$4,432.12





THE CORPORATION OF THE CITY OF HAMILTON

BY-LAW NO.98-

TO AUTHORIZE AN EXTENSION AGREEMENT

FOR PAYMENT OF REALTY TAX ARREARS

**WHEREAS** the Municipal Tax Sales Act, R.S.O. 1990, c.M.60, (hereinafter referred to as the "Act"), states that the Council of a municipality may, by by-law, authorize an Extension Agreement with the owner of land in arrears of realty taxes in excess of three (3) years after the registration of a Tax Arrears Certificate and before the expiry of the one year redemption period;

**AND WHEREAS** the Municipal Tax Sales Act (section 8) states that the said Extension Agreement may extend the period of time, upon the terms specified therein, within which the Cancellation Price is to be paid;

**AND WHEREAS**, pursuant to the Municipal Tax Sales Act, the Treasurer did register a Tax Arrears Certificate indicating arrears of realty taxes in excess of three (3) years on the lands described in Schedule "A" annexed hereto,

**AND WHEREAS**, the said land is recorded by The Corporation of the City of Hamilton under the specific Tax Roll Serial Nos. indicated in Schedule "A" annexed hereto.

**AND WHEREAS**, The Owners of the lands described in Schedule "A" have requested that the City exercise its discretion to pass a bylaw to authorize an Extension Agreement to extend the period of time in which the Cancellation Price may be paid.

**AND WHEREAS** the one year period within which this by-law may be enacted will therefore expire on the days described as the redemption date of Schedule "A" attached hereto.

**NOW THEREFORE** the Council of the Corporation of the City of Hamilton enacts as follows:

1. (a) The time open for acceptance and the permitted payments of the Cancellation Price beyond the expiry of the said one year redemption period as set out in Schedule "A" are hereby authorized to be extended pursuant to an Extension Agreement.  
  
(b) The owner of the land described in Schedule "A" may, on or before the redemption date, enter into the Extension Agreement with The Corporation of the City of Hamilton, and the Mayor and City Clerk are hereby authorized to execute the Extension Agreement on behalf of the City.
2. As provided in the Municipal Tax Sales Act, notwithstanding any other provision of this Extension Agreement, it is understood and agreed that while the Extension Agreement remains a subsisting agreement in good standing:

- (a) that the Extension Agreement does not reduce the amount of the Cancellation Price.
  - (b) that the Extension Agreement does not prohibit any person from paying the Cancellation Price at any time.
  - (c) that any person may pay the Cancellation Price at any time.
  - (d) that the Extension Agreement terminates upon payment of the Cancellation Price by any person.
  - (e) that the Extension Agreement shall cease to be considered a subsisting Extension Agreement for purposes of section 9(2) of the Act, when and under what conditions set out in the Extension Agreement.
3. As also provided in the Municipal Tax Sales Act,
- (a) while such Extension Agreement is in good standing, the period of such time shall not be counted in calculating the time within which the Cancellation Price may be paid.
  - (b) upon default by owner in complying with the Extension Agreement or any term thereof, the Extension Agreement shall cease and, (unless there remains time within which the Cancellation Price may be paid and is paid), the land shall be offered for sale by the Treasurer.

PASSED this

day of

1998, A.D.,

CITY CLERK

MAYOR

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

C.

**DATE:** 1998 January 30

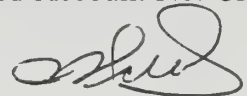
**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** 60th Anniversary Annual Distinguished Citizen of the Year  
Award/9th Annual Community Awards/3rd Annual  
Recognition of Youth Achievement Award Dinner -  
Monday, 1998 January 26th

**RECOMMENDATION:**

- (a) That approval be given to the actions taken by the City Clerk in purchasing a City of Hamilton table of 10 at a cost of \$450 for the 60th Anniversary Annual Distinguished Citizen of the Year Award/The Hamilton Spectator 9th Annual Community Awards/3rd Annual Recognition of Youth Achievement held at the Hamilton Convention Centre on Monday, 1998 January 26th; and,
- (b) That funding for this expenditure be charged to the Unclassified Account No. CH 55113 24201.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Funding for this expenditure to be financed from the Unclassified Account No. CH 55113 24201.

**BACKGROUND:**

This year marked the 60th Anniversary of the Annual Distinguished Citizen of the Year Award being held in conjunction with the Hamilton Spectator 9th Annual Community Awards and the 3rd Annual Recognition of Youth Achievement Award. This event was co-ordinated by the Advertising and Sales Club of Hamilton in association with the Hamilton and District Chamber of Commerce.

This year's Dinner was held on Monday, 1998 January 26th at the Hamilton Convention Centre; Chedoke Hall.

Page Two

While the City has not been requested to support this event in the past, the City has since 1990 supported a similar event, by purchasing a table for the Gallery of Distinction Dinner.

A poll of the members of the Finance and Administration Committee was taken to indicate support for the purchase of the City of Hamilton table for this event.



# CITY OF HAMILTON

## -RECOMMENDATION-

D.

**DATE:** 1998 January 30th

**REPORT TO:** Alderman D. Wilson, Chairman & Members,  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary,  
Finance and Administration Committee

**SUBJECT:** **Information Items**

### RECOMMENDATION:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Information Report - 160th Birthday Celebrations - Hamilton Farmers' Market - report dated 1998 January 16th
- (b) Report from the Secretary of L.A.C.A.C. to the Planning and Development Committee - Professional Appraisal of Bellevue, 14 Belvidere Avenue - report dated 1998 January 13
- (c) Report from the Director of Culture and Recreation to the Parks and Recreation Committee - Parks and Recreation Ontario 1998 Educational Forum - Sponsorship of Conference - report dated 1998 January 14th
- (d) Report from the Director of Culture and Recreation to the Parks and Recreation Committee - Huntington Park Recreation Centre - Pool Environmental Control - report dated 1998 January 14th
- (e) Correspondence - The Hamilton-Wentworth District School Board - City's resolution respecting levy payments to Boards of Education - letter dated 1998 January 14
- (f) Information Letter - Real Estate Division of the City Clerk's Department - Services to the Region for the fourth quarter of 1997 - letter dated 1998 January 20
- (g) Recommendation from the Commissioner of Public Works and Traffic to the Transport and Environment Committee re: City of Hamilton's "Flat Rate Fee" for the recovery of Servicing Costs associated with 0.30 Metre Reserves - report dated 1998 January 20
- (h) Memorandum - City Treasurer - Change to the expected mailing date of assessment notices - memo dated 1998 January 23rd

- (i) Correspondence - The Town of Richmond Hill - Ice Storm, 1998 January - Challenge to Municipalities - letter dated 1998 January 20th
- (j) Minutes of the Hamilton Status of Women Sub-Committee meeting of Monday, 1998 January 5

*Sharon K. Reader*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.







URBAN/MUNICIPAL  
CAY ON HBL AOS  
C51F31  
1998



URBAN MUNICIPAL

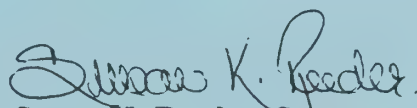
FEB 16 1998

NOTICE OF MEETING

GOVERNMENT DOCUMENTS

FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, 1998 February 17th  
1:30 o'clock p.m.  
Room 233, City Hall

  
Susan K. Reeder, Secretary  
Finance and Administration Committee

A G E N D A

1. DELEGATION/PRESENTATION

Mike Bryan, President and Larry Spzierglass, Director, Hamilton Halton Homebuilders Association - Update Report on the Joint Partnership Agreement re: Downtown

2. CONSENT AGENDA

3. TREASURER

- (a) Update - Current Value Assessment (verbal report)
- (b) Procurement Card Pilot Project

4. TREASURER AND CITY CLERK

Grey Cup Audited Financial Statements

5. CITY SOLICITOR

Property and Liability Insurance Coverage Remarket

6. CHIEF ADMINISTRATIVE OFFICER

United Way - Loaned Representatives



7. **1998 - 2007 PROVISIONAL CAPITAL BUDGETS**

- (a) Fire Department
- (b) City Clerk's Department
- (c) Information System's Department
- (d) Culture and Recreation Department/Property Division
- (e) Corporate Financial and Human Resources System Replacement
- (f) Hamilton Non-Profit Housing Corporation/Hamilton Housing Corporation

8. **DIRECTOR OF CULTURE AND RECREATION**

Community Energy System - Update and Opportunities in Hamilton Study

9. **CITY CLERK**

- (a) Information Report - Health Sciences Corporation - Appointments
- (b) Amendment to Master Lease between the Regional Municipality of Hamilton-Wentworth and the City of Hamilton for space at City Hall

10. **REFERRALS FROM CITY COUNCIL**

- (a) Correspondence - The Hamilton Harbour Commissioners - Five (5) Year Capital Budget
- (b) Correspondence - The Hamilton Harbour Commissioners - Memorandum of Agreement, September 29, 1997

11. **CORRESPONDENCE**

- (a) Hamilton International Air Show Foundation - Request for City to support a Civic Reception
  - (i) Information Report - Committee Secretary
- (b) Correspondence - The Hamilton-Wentworth Catholic District School Board - re: Hamilton-Wentworth Catholic District School Board representative to the Hamilton Public Library Board





Page Three  
Regular Agenda  
Finance and Administration Committee  
1998 February 17th

12. **TABLED ITEM**

Appointment of Citizen Members to the Hamilton Farmers Market Sub-Committee

13. **IN CAMERA AGENDA**

14. **OTHER BUSINESS**

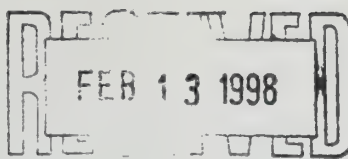
15. **ADJOURNMENT**





**HAMILTON-  
HALTON  
HOME  
BUILDERS'  
ASSOCIATION**

A member of the Canadian  
Home Builders' Association



1112 Rymal Rd. E., Hamilton, Ontario L8W 3N7  
Telephone 575-3344 Fax 574-3411

The HHHBA project with respect to housing in the core of Hamilton-Wentworth will consist of the following. In respect to our contract with the City and Region, we have undertaken a study which we feel is necessary to determine the viability of this project. Our Task Force feels that after months of debate with many issues, the sound approach was to take this project through the same development process that all our builders, developers take when planning out a project.

### **1. Engineering**

We have hired A. J. Clarke & Associates to take on the task of engineering.. A. J. Clark will look at the downtown core area as defined by the contract. They will compile all available data regarding the infrastructure along our streets. This is extremely important to determine what we are dealing with, i.e. will these streets sustain residential housing, are upgrades needed (many of the existing systems are extremely old and are not up to standards).

A. J. Clarke has estimated approximately one month per block, noting that a lot of preliminary work has to be done just to establish the groundwork.

### **2. Market Analysis**

We will be hiring Hendershot Research to initiate a market analysis based on a questionnaire. This study is to determine viability, target market, potential of development, housing preference, etc.

We must understand that at this time we do not have in our core area any comparisons to go by, so we are in a hit and miss scenario and we must take out the guess work. This will develop confidence for potential investors.

### **3. Planning**

Planning and Engineering Initiatives have been hired to take all the information gathered by engineering and research, along with property identifications and start the creative wheels turning.

This is where we will start to get conceptals of potential housing scenarios on paper. From this we can start to cost out the project, as far as construction costs, and arrive at a positive return on investment figures for potential projects.

#### **4. Group Involvement**

HHHBA is making a best effort to get other interested groups involved, i.e. BIA, HCA, IBV, current land owners and municipal staff. We plan to have monthly meetings with notices to all parties. We currently hold meetings the first Thursday of every month at 11:00 a.m. at the HHHBA office.

#### **5. Marketing Seminars**

This final stage of the project is to sell our concept to builders and developers. At this stage, conceptual drawings and models of the project will be made available to interested parties. At this time we hope that a panel of City and Regional policy makers can be made available to answer any questions as to the red tape which may need to be cut to fast track process. The purpose is to remove all obstacles before they arise.

#### **6. Marketing Campaign**

The final phase should be a joint effort to advertise this initiative through outdoor signage, newspaper, radio, press conferences, etc. This must be done in a unified positive approach.

**In conclusion**, I would hope as chairman of the HHHBA Task Force that we can finally establish a single contact for the City and Region. We are at this time comfortable with Nick Catalano of Economic Development. This is extremely important so that communication is conveyed quickly and accurately.

We are proposing a time frame of completion September 1998. We are confident that if the financing portion is finally put on track and people can be paid quickly, we can achieve our results that much quicker.

Respectfully,

HAMILTON-HALTON HOME BUILDERS' ASSOCIATION



Jose Geada, Chairman  
HHHBA Downtown Task Force





RE: Downtown Special Task Force Committee Meetings

Please find below the dates of meetings that are on record

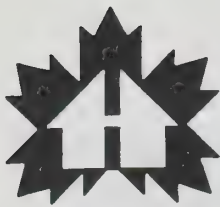
Tuesday, October 8, 1996	-	Phase 1 - Special meeting
Monday, October 28, 1996	-	5:00 p.m.
Tuesday, November 12, 1996	-	5:00 p.m.
Tuesday, March 4, 1997	-	5:30 p.m.
Tuesday, April 29, 1997	-	5:00 p.m.
Wednesday, May 28, 1997	-	5:30 p.m.
Tuesday, September 30, 1997	-	9:00 a.m.
Thursday, November 6, 1997	-	2:00 p.m.
Tuesday, December 2, 1997	-	11:00 a.m.

Following are the dates I have listed for Downtown Initiatives Committee meetings:

Monday, December 16, 1996	-	Dan Condon present per minutes
Monday, January 13, 1997	-	2:00 p.m.
Monday, April 7, 1997	-	Dan Condon not present per minutes
Monday, April 21, 1997	-	Dan Condon not present per minutes
Monday, May 5, 1997	-	Dan Condon present per minutes
Monday, June 9, 1997	-	Dan Condon not present per minutes
Monday, June 23, 1997	-	Dan Condon not present per minutes
Monday, July 7, 1997	-	2:00 p.m.
Monday, July 14, 1997	-	2:00 p.m. (Dan Condon not present per minutes)
Monday, July 28, 1997	-	2:00 p.m.
Monday, August 18, 1997	-	2:00 p.m.
Monday, August 25, 1997	-	2:00 p.m. (Dan Condon not present per minutes)
Monday, September 15, 1997	-	2:00 p.m. (Dan Condon present per minutes)
Monday, September 29, 1997	-	2:00 p.m. (Dan Condon not present per minutes)
Monday, October 20, 1997	-	2:00 p.m. (Dan Condon on agenda)
Monday, November 3, 1997	-	2:00 p.m.
Monday, November 17, 1997	-	2:00 p.m.

Other dates for meetings with the City:

Monday, April 7, 1997	-	3:30 p.m.
Friday, May 16, 1997	-	9:30 a.m.
Wednesday, August 20, 1997	-	2:00 p.m.



**HAMILTON-  
HALTON  
HOME  
BUILDERS'  
ASSOCIATION**

A member of the Canadian  
Home Builders' Association

1112 Rymal Rd. E., Hamilton, Ontario L8W 3N7  
Telephone 575-3344 Fax 574-3411

## DOWNTOWN REVITALIZATION REPORT

### HHHBA Downtown Revitalization Project

### Total Cost

Components	Date	Percentage Complete	Amt of Invoice	Estimated Completion Date
Engineering/Infrastructure				
Property Identification				
Market Analysis/Research				
Public Consultation				
Architectural/Planning				
Administration				
Commercial Analysis(HCA)				

3. (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 6 February 1998

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Procurement Card Pilot Project

**RECOMMENDATION:**

- (a) That the Pilot Procurement Card Program now be adopted on an ongoing basis in accordance with the procedures established for the program.
- (b) That cardholder additions occur only when specifically requested by a City Department and reviewed/approved by the Department Head of the requesting department, and be in keeping with the parameters approved for this program.
- (c) That the procurement card program be included in the banking tender scheduled for the fall of 1998.



**BACKGROUND:**

The Finance and Administration Committee at its meeting of 1996 November 19 approved the implementation of a Procurement Card Pilot Project. The following provides a six-month overview of the project as at January 14, 1998.

1. Fifty (50) cards have been issued to a cross section of departmental (and HECFI) users.
2. Procedural and policy guidelines have been standardized. The cardholders have been following these policies and procedures and a sufficient audit trail has been established.
3. During this phase of the pilot project, the purchases were closely monitored by the Department and Treasury staff to ensure the guidelines and procedures were followed.

## FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The following table shows the card usage from July 1/97 to Jan 14/98

Invoice Due Date	Aug.14	Sept.14	Oct.14	Nov.14	Dec.14	Jan.14
Number of Transactions	63	55	64	55	75	40
Invoice Amount	\$6,208	\$5,517	\$8,137	\$5,605	\$6,246	\$3,669

Average	\$98	\$100	\$127	\$102	\$83	\$91
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The above indicates an average purchase of about \$100 which is the prime reason for introducing the procurement card. Normally these types of purchases attract a considerable amount of paper and staff time to process as each item would require a requisition, invoice and cheque. With the procurement card there is only one invoice for each employees monthly purchases and only one cheque, for all purchases, issued each month. Card usage to date, while not significant in terms of municipal volume, has been accepted by the cardholders as an alternative way of doing business. All purchases are reviewed and authorized by the employee's supervisor. As the program expands it will reduce staff time costs and hard costs such as paper, postage and order forms from internal purchasing procedures. Treasury staff will continue to monitor its use and report any efficiency cost savings as they materialize.

The Procurement Card program is one that is offered by all the banks as part of the various services they offer. It is therefore recommended that this program form part of the City's banking tender issued every five years. The next tender for banking services is due in the fall of 1998.

The following are comments from some of the current cardholders (limited to employees with supervisor/managerial duties) on the benefits of procurement cards.

"These cards have definitely made life easier for us in the Public Works, Sanitation Division. There is less paperwork involved in making purchases. We can go to the nearest place, purchase good materials/items, and save the City money by taking advantage of good prices and significantly reducing paperwork."



"We were sent to Lanark County in eastern Ontario to help out with the after-effects of the recent ice storm. If we did not have a VISA procurement card, a large cash advance would have been necessary whereby I would have to handle a large sum of actual cash and its associated problems. Also, the employees under my supervision would have had to be responsible to pay for any costs and get into reimbursements with all of the attendant paperwork. To ask these people to pay out of their own pockets (even temporarily), would have been an unfair burden to place on people who were going to be away from home for a long period of time. Without that card, and with the need for a tire to be replaced and a repair done to the City-owned vehicles, we could have lost a great deal of production and been much less helpful to the people in eastern Ontario, had it not been for the assistance provided by the Procurement (VISA) card.

"The VISA Procurement card assists me in being efficient and in controlling others under my direction. I can get what I need at the nearest store or where I can get the item the cheapest - I don't have to go across the City to an Open Order vendor. I also have better control over my foremen because I see their log sheets and statements with a minimum of paper and a maximum of information. I see what they buy and if I disagree, I can say so immediately, so similar buying doesn't continue. It also saves a lot of "red tape" and allows us to get on with business while minimizing the paperwork for our accounting section."

In reviewing the results and user comments of the Procurement Card Pilot project, Treasury staff feel that as card usage expands so will the benefits to the City.



4.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 6 February, 1998

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer



J.J. Schatz  
City Clerk



**SUBJECT:** Grey Cup Audited Financial Statements

**RECOMMENDATION:**

- a) That the attached financial statements for Grey Cup 1996 Hamilton Inc. be received
- b) That the City portion of \$ 586,362.38 be financed from the Reserve for Working Funds, Account Centre No. CH 00172

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Attached are the financial statements, prepared by the management of Grey Cup 1996 Hamilton Inc. and audited by MacGillivray Partners, Chartered Accountants. It is the opinion of the auditors that "these statements present fairly, in all material respects, the financial position of the organization as at February 28, 1997 and the results of its operations for the year then ended in accordance with generally accepted accounting principles."

As described in the Note 2 (which form an integral part of the Financial Statements) to the Financial Statements, there are two outstanding issues which remain unresolved. These are described as follows:

- (a) The organization has been named in a lawsuit commenced by the Canadian Football league for breach of contract in the amount of \$125,558 plus interest and legal fees. Management of the Corporation is of the opinion that the League does not have the legal right to enforce

and pursue this claim and accordingly has not recorded this amount in these Financial Statements.

- (b) The organization is disputing a Notice of Assessment received subsequent to the year end from the Retail Sales Tax Branch of the Ontario Ministry of Finance. Management of the Corporation has indicated that a Notice of Objection will be filed with respect to the disputed amount of approximately \$26,000 which bears interest at prescribed rates. Accordingly, this amount has not been recorded in these financial statements.

Since these two issues were outstanding at February 28, 1997 and still remain unresolved, the wind up of the Corporation will not occur until final resolution of the above. At that time a final audit opinion will be provided by the Auditors.

**BACKGROUND:**

In 1995 City Council approved temporary financing, from the Reserve for Working Funds, for the 1996 Grey Cup. In 1997 a preliminary loss estimate of \$1.22 million was announced. Subsequently, City Council and Regional Council approved that the loss that was incurred from the Grey Cup be cost shared on a 50:50 basis. The net City cost of this loss, based on the Audited Financial Statements is \$ 586,362.38.

Cc: P. Noè Johnson, City Solicitor





1997-10-28

Mr. Joe Schatz  
City Clerk  
City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

Dear Joe:

On behalf of the Board of Directors, I enclose audited Financial Statements for Grey Cup 1996 Hamilton Inc. for the year ended February 28, 1997. May I request that you forward these to the appropriate officials.

I regret the delay in finalizing these statements. It was our intention to resolve all issues, close the financial records, and dissolve the corporation. Unfortunately, two items remain outstanding, namely the CFL lawsuit and the Retail Sales Tax appeal, as indicated in the notes to the statements. The Board has decided that it is appropriate to conclude the 1997 year-end and also that it will be necessary to continue the corporation for an additional fiscal year in order to resolve these matters.

If I can provide any further information or answer any questions, please advise.

Yours sincerely,

A handwritten signature in cursive script, appearing to read 'Marnie'.

Marnie Paikin  
Co-Chair

GREY CUP 1996 HAMILTON INC.

PH-1, 67 Caroline Street South  
Hamilton, Ontario L8P 3K6

**GREY CUP 1996 HAMILTON INC.**

FINANCIAL STATEMENTS

FEBRUARY 28, 1997

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# MacGillivray Partners

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Chartered Accountants

Standard Life Centre, Suite 650  
120 King Street West  
Hamilton, Ontario L8P 4V2  
Telephone: (905) 523-7732  
Facsimile: (905) 572-9333

## AUDITORS' REPORT

To the Executive Committee of  
Grey Cup 1996 Hamilton Inc.

We have audited the balance sheet of Grey Cup 1996 Hamilton Inc. as at February 28, 1997 and the statement of revenue, expenses and deficit for the year then ended. These financial statements are the responsibility of the organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the organization as at February 28, 1997 and the results of its operations for the year then ended in accordance with generally accepted accounting principles.

*Hamilton, Canada*  
*May 9, 1997*

*MacGillivray Partners*

CHARTERED ACCOUNTANTS

# GREY CUP 1996 HAMILTON INC.

1

## BALANCE SHEET

FEBRUARY 28, 1997

### ASSETS

	1997	1996
CASH	\$ 3,847	\$ 125,725
ACCOUNTS RECEIVABLE	131,310	867
GOODS AND SERVICES TAX RECEIVABLE	18,625	-
PREPAID EXPENSES	-	43,153
RESTRICTED CASH	-	764,915
	<u>\$ 153,782</u>	<u>\$ 934,660</u>

### LIABILITIES AND DEFICIT

ACCOUNTS PAYABLE AND ACCRUED LIABILITIES	\$ 167,062	\$ 4,835
ONTARIO RETAIL SALES TAX PAYABLE	3,752	27,505
GOODS AND SERVICES TAX PAYABLE	-	11,459
DEFERRED REVENUE	-	717,617
DUE TO THE CORPORATION OF THE CITY OF HAMILTON	<u>1,231,078</u>	<u>315,524</u>
	1,401,892	1,076,940
CONTINGENCIES (note 2)		
DEFICIT	<u>(1,248,110)</u>	<u>(142,280)</u>
	<u>\$ 153,782</u>	<u>\$ 934,660</u>

APPROVED ON BEHALF OF THE BOARD

  
Co-Chair

Co-Chair

See accompanying Notes to the Financial Statements



# GREY CUP 1996 HAMILTON INC.

2

## STATEMENT OF REVENUE, EXPENSES AND DEFICIT

FOR THE YEAR ENDED FEBRUARY 28, 1997

	1997	1996
<b>REVENUE</b>		
Game day tickets	\$ 3,536,000	\$ -
Festival events	792,101	-
Sponsorships	420,927	-
Operations	70,846	-
Interest	<u>62,667</u>	<u>2,154</u>
	<u>4,882,541</u>	<u>2,154</u>
<b>EXPENSES</b>		
Canadian Football League rights fee	3,536,000	-
Festival events	889,297	-
Marketing and promotion	688,444	54,816
Operations	420,617	-
Sponsorships	211,799	-
Administration	155,142	84,094
Interest	62,300	5,524
Bad debts	18,671	-
Professional	<u>6,101</u>	<u>-</u>
	<u>5,988,371</u>	<u>144,434</u>
<b>EXCESS OF EXPENSES OVER REVENUE FOR THE PERIOD</b>	<b>(1,105,830)</b>	<b>(142,280)</b>
<b>DEFICIT - Beginning of period</b>	<b><u>(142,280)</u></b>	<b><u>-</u></b>
<b>DEFICIT - End of period</b>	<b>\$ <u>(1,248,110)</u></b>	<b>\$ <u>(142,280)</u></b>

*See accompanying Notes to the Financial Statements*

**NOTES TO THE FINANCIAL STATEMENTS**

**FEBRUARY 28, 1997**

**NATURE OF OPERATIONS**

The organization is incorporated under the laws of the Province of Ontario as a corporation without share capital. Its principal function was to set up a local committee to organize the 1996 Grey Cup football game.

**1. SIGNIFICANT ACCOUNTING POLICIES**

- (a) The organization records capital asset purchases as expenses when incurred.
- (b) The organization does not record the value of donated materials and services.

**2. CONTINGENCIES**

- (a) The organization has been named in a lawsuit commenced by the Canadian Football League for breach of contract in the amount of \$ 125,558 plus interest and legal fees. Management is of the opinion that the League does not have the legal right to enforce and pursue this claim and accordingly has not recorded this amount in these financial statements.
- (b) The organization is disputing a Notice of Assessment received subsequent to the year end from the Retail Sales Tax Branch of the Ontario Ministry of Finance. Management has indicated that a Notice of Objection will be filed with respect to the disputed amount of approximately \$ 26,000 which bears interest at prescribed rates. Accordingly, this amount has not been recorded in these financial statements.

**3. STATEMENT OF CHANGES IN FINANCIAL POSITION**

A statement of changes in financial position is not provided as disclosure in these financial statements is considered adequate.

**4. COMPARATIVE FIGURES**

The organization was incorporated on August 16, 1995. Accordingly, the comparative figures are for the period from the date of incorporation to February 29, 1996.

Certain 1996 comparative figures have been reclassified to conform with the financial statement presentation adopted for the current year.

**5. GOING CONCERN**

As the 1996 Grey Cup football game has occurred, it is management's intention to wind up the corporation at the earliest possible date.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5.

**DATE:** 1998 February 9

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** P. Noé Johnson  
City Solicitor

**SUBJECT:** Property and Liability Insurance Coverage Remarket

**RECOMMENDATION:**

- a) That, based upon information and quotations received from Dalton Timmis Group, Inc., the City's current insurance brokers, the City purchase insurance coverage for the term March 1, 1998 to March 1, 1999 at a total cost of \$549,868 plus PST in accordance with Appendix "A";
- b) That the Mayor and City Clerk be authorized to execute all necessary documentation in a form satisfactory to the City Solicitor;
- c) That the City Solicitor be authorized to cancel the following policy, rendered redundant, effective 1997 March 1, because of the encompassing Public Officials Liability Insurance policy:
  - i) Association Liability Insurance with Chubb Insurance Company of Canada (Policy No. 8130-23-76D) in respect of the Hamilton Public Library Board

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

*P. Noé Johnson*

The proposed insurance portfolio provides for enhanced insurance coverage and a net premium increase over expiring premiums of \$16,471. Premium costs of \$549,868 plus PST shall be charged to Centre 24108.

In respect of the Public Officials Liability Insurance policy proposed, the Public Library Association policy has an expiring premium of \$5,600.00. This policy is to be cancelled. The proposed Public Officials Liability Insurance policy has an annual premium of \$39,000.00. A portion of this new policy will be paid through savings gained throughout the remainder of



the portfolio and the cancellation of the Public Library policy. The premium would be charged proportionately to the City, the Public Library, and all other applicable bodies and will result in the provision of coverage presently not in place. The Treasury Department advises that funding for such additional coverage is available. The City's proportionate share shall be charged to Centre 24108.

The City's Insurance Broker, Dalton Timmis Group, Inc., has examined the financial records of the recommended insurers and confirm to the City that these insurers have the ability to respond to insurance commitments herein in the event of loss. City staff have further reviewed the recommended insurers and concur with Dalton's opinion.

### **BACKGROUND:**

City Council on 1997 October 28 in adopting Section 16 of the 22nd Report of the Finance & Administration Committee appointed Dalton Timmis Group, Inc. (hereinafter referred to as "Dalton") as the City's Insurance Brokers of Record for the City's insurance portfolio and authorized the remarket of the portfolio. The policies of insurance to expire on 1997 December 1 were extended to 1998 March 1.

Dalton approached nine insurers with respect to our programme. Dalton advises that, due a variety of factors some of the insurers approached chose not to quote the City at this time. The factors cited included: disinterest in municipal corporations as a whole; the extremely competitive nature of present premium pricing; and a certain reluctance stemming from potential losses from the Plastimet incident. Further some of the insurers approached provide only specialized types of coverage and would therefore not quote on coverages they do not now provide. The following is a synopsis of the results of the insurance remarket and staff recommendations:

#### **1. Commercial General Liability Insurance (including umbrella and excess coverage)**

The City presently carries 25,000,000 of Commercial General Liability coverage in four different "layers". The primary 1,000,000 layer is with Royal Insurance Company of Canada at an expiring annual cost of \$98,860.00. The second layer of insurance of \$5,000,000 is with Elliott Special Risks at an expiring annual cost of \$42,300. The third layer of coverage of \$10,000,000 is with Gerling Global Insurance Company of Canada at an expiring premium of \$17,850. The fourth and final layer of insurance carrying a \$9,000,000 limit is with Elliott Special Risks at a premium of \$7,000. The total expiring premium is \$166,010. To renew this coverage with the same insurers would cost \$163,160 resulting in a savings to the City of \$2,850.

Savings of a further \$4,475 would result if all excess layers of insurance (\$24,000,000) were amalgamated with Royal Insurance Company of Canada rather than splitting the coverage with other insurers. However given the relatively minor savings to be gained, this avenue is



not recommended. The City in remaining with Elliott Special Risks and Gerling Global spreads the risk of coverage and maintains a breadth of insurers in the market. It is recommended that the City renew the coverage as above stated with savings of \$2,850.

Dalton was further requested to seek coverage quotations for an additional \$25,000,000 of general liability insurance coverage. The lowest quotation received was \$30,000. Staff, because of the relatively high cost of such excess insurance, is not recommending that the City acquire this coverage at this time.

As recommended in the actuarial study provided by Sobeco Ernst Young Inc. in January of 1997, quotations have been received from Royal Insurance Company of Canada (the City's present primary liability insurer) for quotations on the primary level of liability insurance of \$1,000,000 at varying deductibles including \$500,000 (the City's present deductible level), \$1,000,000, and \$2,000,000. Ernst Young had recommended that, given that the City is to great extent self-insured and the chances of catastrophic loss relatively small, the City might wish to assume a greater level of risk through higher deductibles in order to save premium dollars. However, it is noteworthy, that since that study was prepared the July 1997 fire at 363 Wellington Avenue North (Plastimet) occurred.

An increase in the deductible to \$1,000,000 with an aggregate of \$2,000,000 would result in savings of \$19,360, a 20% savings. Increasing the deductible to \$1,500,000 with an aggregate of \$3,000,000 would result in savings of \$24,860, a 25% savings. However, given that the City is presently involved with Plastimet fire losses and that the Reserve for Uninsured Losses will be taxed with ongoing "normal" losses together with the losses of the Plastimet fire which fall below the deductible, staff do not recommend that the City assume additional risk at this time.

## 2. Automobile

The Automobile Fleet liability policy carries a \$1,000,000 and additional coverage piggybacked on the Commercial General Liability excess policies. Dalton was requested to obtain quotations with respect to reduced "All Perils" deductibles of \$100,000 and \$50,000 per occurrence. The additional premiums for such reduced deductibles were excessive in relation to the value of such reduction. It is recommended that the Automobile policy be renewed with Royal at a premium cost of \$108,344. This represents a slight increase of \$133.00 over the expiring premium.

## 3. Garage

The Garage policy is the final policy which piggy backs the Commercial Liability insurance limits and carries a primary limit of \$1,000,000 with various sublimits. It is recommended that the same coverage with the same carrier (Royal) be renewed. The premium for 1998 is substantially reduced from \$28,600 to \$16,988; a savings of \$11,612.

We are advised that this is largely due to the lack of claims historically.

4. Property Insurance Policy

The City's present Property Insurance Policy is a subscription policy providing for six (6) insurance carriers to meet the broad form coverage of \$525,856,446. The two (2) main insurers are Royal (46%) and Gerling Global (16.5%). The expiring premium is \$175,417.

Dalton has approached both Royal and Gerling Global with a view to reducing the numbers of subscribing insurers from six to two. In the event of loss, the City would then only have to deal and negotiate with two insurers rather than six. Royal has responded with a willingness to subscribe for 60% of the coverage and Gerling Global for the remaining 40%. Both Gerling Global and Royal are large worldwide insurer with outstanding profitability rankings and asset levels.

Gerling and Royal are prepared to renew the City's coverage on the same premium basis (\$175,417) despite a 2% increase in our Property of Every Description values over last year (the cumulative value of the City's property) and are prepared to increase the following sublimits under the policy at the same premium cost: Valuable Papers from \$7,500,000 to \$10,000,000; Newly Acquired Properties covered without notice for sixty (60) days from \$5,000,000 to \$7,500,000; Accounts Receivable Losses from \$5,000,000 to \$7,500,000; Extra Expense Losses from \$1,000,000 to \$1,500,000 and Professional Fees coverage from \$500,000 to \$1,000,000. It is the recommendation of staff and Dalton that this coverage be implemented.

5. Boiler and Machinery Coverage

The City's present Boiler and Machinery insurance coverage is with Royal and has an expiring premium of \$18,879. Dalton approached Boiler Insurance & Inspection Co. (B.I.&I.) for a quotation in this regard. The premium quoted \$17,055 represents a potential savings of \$1,824.00. Royal provided a quote of \$18,879 (the expiring premium) and is prepared to increase the limit of coverage from \$50,000,000 to \$97,000,000 with a deductible of \$10,000 at the expiring premium. Given the merit of having the same insurer for both boiler coverage and property coverage and the increased coverage being proposed, the minor savings do not merit a change in insurance companies. Accordingly it is recommended that the City renew with Royal at an annual premium of \$18,879.

6. Crime Insurance Coverage

The City presently insures with Chubb Insurance Company of Canada (hereinafter referred to as "Chubb"). The Crime or Fidelity policy has an Employee Theft limit of \$10,000,000 and deductible of \$10,000. Broad Form Money & Securities including premises and transit coverage, Depositor's Forgery and Computer Theft & Funds Transfer each carry



a \$5,000,000 limit. The premium in 1997 was \$21,600.

Chubb is prepared to renew the policy at the same limits for \$19,000 which results in a savings of \$2,160. The other insurer who quoted the policy was AIG at \$18,000. Given that the City has had a continued co-operative relationship with Chubb, it is recommended that coverage continue with Chubb.

7. Public Official Liability Insurance and HECFI Directors & Officers Liability Insurance

The City currently has in place the following two (2) policies of insurance relating to Directors and Officers' liability: the HECFI Directors & Officers policy and the Public Library Association policy. There is, however, no similar insurance coverage in place for the Hamilton Parking Authority, City Committees, Council members, Department Heads, or employees. City Indemnification Bylaws 91-090 and 91-089 do however provide that the City will indemnify those members of council, employees, and officers who are subject to claims out of the Reserve for Uninsured Losses.

The HECFI policy has a limit of \$3,000,000.00 and deductible amounts of \$1,000.00 per each insured person, \$5,000.00 in respect of all insured persons, and \$15,000.00 in respect of the insured organization, HECFI. The annual expiring premium is \$7,130.00. The Insureds include any person now or who has been an elected or appointed officer of HECFI.

In order to better manage potential risk it is recommended that the City have in place insurance which would broaden this type of coverage to include all City officials, Department Heads, employees, as well as captive corporations and boards. London Guarantee Insurance Company (hereinafter referred to as "London Guarantee") provides this specialized coverage and has provided a quotation.

The Public Officials Liability Insurance would address damages arising out of the following types of claims:

(a) Professional Services

Professional Services is defined as: "Any services, including opinions and/or counselling, which were rendered or should have been rendered by a professional in the practice of his profession, employed by the Named Insured or under contract to the Named Insured".

(b) Municipal Services

Coverage is provided for the loss of a right, the interruption of Municipal Services or the loss of benefit in connection with all legally authorized services provided by the City.

(c) Municipal Administration

Municipal Administration is defined as : Any act, duty, privilege or decision incumbent on person elected to the municipal council or appointed to administrative function or to a board, commission or special purpose body insured under this Policy, when acting within the scope of their functions, concerning the general administration of the municipality, including in particular but not limited to administration of municipal finances and public funds, supervision, the charging of taxes and the control of expenses, the awarding or approval of permits, bids and any other task carried out on behalf of the municipality". Damages resulting from libel or slander allegations are however express exclusions from coverage.

Dalton was requested to obtain quotations from the market for a policy with limits of \$5,000,000 per claim/per insurance period and \$5,000,000 aggregate and a deductible of \$10,000. London Guarantee responded with a quotation of \$66,220 or \$39,000 if HECFI carried its own separate Directors & Officers Liability Insurance. The increase in the premium amount is as a result of claims paid or outstanding against HECFI.

While optimally it would be best to have eliminated the HECFI Directors and Officers policy as well as the Library policy, this is not cost appropriate at this time. The HECFI policy presently with Chubb carries a premium of \$7,130. Therefore having the Public Officials and the HECFI policy in place would cost \$46,130 while having only one policy in place would cost \$66,220. The savings of 20,090 justify two policies. It may well transpire that the policies can be consolidated in the future.

The Law Department has been advised by the Treasury Department funding for such additional coverage is available and that the City portion of the premiums may be charged to Centre 24108 while the proportional shares will be charged back to applicable entities including the Public Library. The HECFI policy premium will continue to be charged back as has been past practice.

#### 8. Multi-Media Policy

This policy is a minor one in the portfolio which provides for coverage for slander, libel, plagiarism, and copyright infringement claims arising out of City publications. The policy, while it covers all media for the City, was put in place in order to cover off possible claims arising out of the publication of the Emily Cain book, *Ghost Ships*. The broker was requested to remarket on the existing \$2,000,000 limit per occurrence and nil deductible. Royal, the present carrier, has agreed to renew the coverage of this policy at the expiring rate of \$1,950.

cc. A.C. Ross, City Treasurer  
W. Guise, Hamilton Public Library Board  
J. Leuser, HECFI  
P. Baker, Parking Authority for the City of Hamilton



## Appendix "A"

- 1) Commercial General Liability Insurance
  - (a) Primary Liability Coverage from Royal Insurance Company of Canada in the limit of \$1,000,000 carrying a deductible of \$500,000 at a premium of \$98,860;
  - (b) Umbrella Liability Coverage from Elliott Special Risks in the limit of \$5,000,000 at a premium of \$42,300;
  - (c) Primary Excess Liability Coverage from Gerling Global General Insurance Company in the limit of \$10,000,000 at a premium of \$15,000;
  - (d) Secondary Excess Liability Coverage from Elliott Special Risks in the limit of \$9,000,000 at a premium of \$7,000;
- 2) Automobile Fleet Liability Insurance from Royal Insurance Company of Canada in the limit of \$1,000,000 with a premium cost of \$108,344;
- 3) Garage Liability Insurance from Royal Insurance Company of Canada at a limit of \$1,000,000 with a premium cost of \$16,988;
- 4) Property Insurance from Royal Insurance Company of Canada (60%) and Gerling Global General Insurance Company (40%) in broad form coverage amount of \$525,866,446 with expiring sublimits as enhanced carrying a deductible of \$100,000 at a premium of \$175,417;
- 5) Boiler Insurance from Royal Insurance Company of Canada at a premium cost of \$18,879;
- 6) Crime Insurance from Chubb Insurance Company of Canada at the expiring limits carrying a deductible of \$10,000 at a premium cost of \$19,000;
- 7) Multimedia Liability Insurance from Royal Insurance Company of Canada at the expiring limits and deductibles and a premium cost of \$1,950;
- 8) Public Officials Liability Insurance from London Guarantee Insurance Company Limited, with a limit of 5,000,000 per occurrence and a deductible of \$10,000, including the Corporation of the City of Hamilton, all elected persons, employees, boards, and captive corporations as Named Insureds with the exception of HECFI at a premium cost of \$39,000; and
- 9) Executive Liability and Indemnification Coverage with Chubb Insurance Company of Canada in respect of HECFI in the expiring limit of \$3,000,000 and expiring premium of \$7,130.



6.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 26

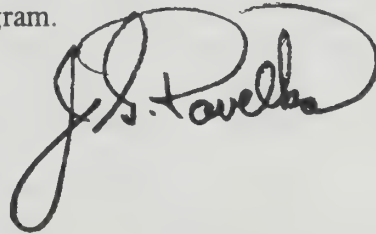
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J.G. Pavelka, P.Eng.  
Chief Administrative Officer

**SUBJECT:** United Way - Loaned Representatives

**RECOMMENDATION:**

- (a) That the City of Hamilton continue to support the United Way by participating in the Loaned Representative Program by providing a City employee to work on a full time basis on the annual fund raising campaign in 1998 by the Building Department, and;
- (b) That the City of Hamilton promote the United Way Campaign and simultaneously acknowledge the efforts of its dedicated employee by recognizing this employee's contribution at the beginning of a Council meeting after the Loan Representative Program.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The financial obligation of the Corporation is approximately 13 weeks of an employee's salary, a cost of approximately \$12,000, plus benefits. In addition in 1996 City Council approved an allowance of \$1,000 for travelling expenses.

As the Corporation continues to downsize and reduce its labour the possibility of loaning a City employee for a period of thirteen weeks has become very hard and in fact some departments have indicated that it definitely was not possible this year. Although problematic, the Building Department has indicated it is possible to participate in the program this year.

**BACKGROUND:**

Each year, the United Way approaches the City of Hamilton, along with other Corporations in the community, to recruit employees to participate in the Loaned Representative Program from the middle of August until the end of November.

Last year, and in previous years when the City did participate, the additional workload not carried out by the seconded employee was partially assumed by hiring either temporary staff and/or students.

The City of Hamilton has actively participated in the Loaned Representative Program since 1980 as shown by the representatives loaned on the attached list.

However, with the continual downsizing, it is felt that the City should have the opportunity of reconsidering this matter.

## DISCUSSION:

Each year organizations in the community are presented with a unique opportunity to support the United Way of Burlington, Hamilton-Wentworth by participating in the Loaned Representative Program.

Organizations such as the City of Hamilton supporting the program donate employees on a full-time basis to the United Way for a period of 10-12 weeks.

Last year, organizations provided the United Way with 29 resource staff who helped provide invaluable assistance raising over 6.4 million in the 1997 fall campaign.

Clearly by participating in the Loaned Representative Program the organization benefits by the following:

1. Enhancement of the organization's public image in support of services to this community.
2. Personal development for the employee dedicated to the program in networking, goal setting, planning, organizing, communications, teamwork and presentation skills.
3. Unique training and development which can be applied on the job.
4. An opportunity to learn more community issues, needs and services available.

Attached is a memorandum from last year's Loaned Representative, Bob Morley from the City Clerk's Department, summarizing his experiences.

## CONCLUSIONS BY MR. MORLEY:

1. That the dedicated municipal employee be selected earlier in the year so that he/she can plan their work around being away from the organization from the middle of August until the end of November.
2. That the dedicated municipal employee receives invaluable training which benefits both the employee and the employer upon their return to their permanent position.
3. That the dedicated municipal employee should be assigned to the Government Section -Municipal Accounts because they can relate more easily with the employees to whom they will be talking.
4. That the Chief Administrative Officer and the Department Heads be more active in the campaign.
5. That the financial commitment by the municipal employees be better publicized.
6. The United Way showed me how to say:
  - ◆ "I had a part in their success and it feels good!".
  - ◆ "The Campaign Representative Program has changed me as an employee, but more important, it has changed me as a person. I would highly recommend the program".

JGP:dbm

Attach's.

c.c. J.J. Schatz, City Clerk, City Clerk's Department  
B. Morley, Licence Inspector, City Clerk's Department  
L. King, Building Commissioner



## UNITED WAY LOAN REPRESENTATIVE PROGRAM

### SCHEDULE FOR CITY DEPARTMENTS

<u>Departments</u>	<u>Year</u>	<u>Staff Representative</u>
Traffic Department	1980	Robert Shakeshaft
Human Resources	1981	No One Available
Law Department	1982	Frank Sholdice, Engineering
Engineer's Department	1983	Frank Sholdice, Engineering
Treasury Department	1984	Doug Goodman
Fire Department	1985	Gil Desjarlais
Culture & Recreation	1986	No One Available
Public Works	1987	Rick Zbucki
Building Department	1988	Tom Redman
Purchasing Department (Not Available)	1989	John Ross, (Student, CAO)
City Clerks (Not Available)	1990	Nadine Kelly (Purchasing)
HECFI	1991	Bob Ellison
Property	1992	Debbie Rashford
Library	1993	Mary Krasilczuk
Parking Authority (Not Available)	1994	Betty Gin (Student Building)
Housing Department (Building)	1995	Christine Curto (Parking Auth.)
Planning Department	1996	Nick Hostiuc
City Clerks Department	1997	Bob Morley

# OFFICE OF THE CITY CLERK

## MEMORANDUM

\*\*\*\*\*

TO: Mr. Joe Pavelka  
Chief Administrative Officer

FROM: Bob Morley  
Licence Inspector

SUBJECT: United Way

DATE: 12 January 1998

On December 10th 1997, I met with you regarding my involvement in the 1997 United Way campaign as a Campaign Representative (CR). As discussed, I am providing you with an insight into the program and if I may be so bold, some suggestions and observations that may benefit future CRs and their employer, the City of Hamilton.

For ease of reading, and probably more important, my lack of confidence in my literary skills, I have organized my report in a memo format.

### RECRUITMENT/SELECTION

As you are aware, I was recruited into the CR program at what might be considered the last minute. I was contacted, on vacation, in mid August on a Thursday afternoon when training started on the following Monday. Prior to the Thursday phone call I had no knowledge of the program and never offered myself as a candidate.

**Suggestion:** The training for the CR program takes place in the last two (2) weeks of August. If approval for an employee was granted by the Finance Committee in April, then through human resources, the position could be posted along with the job description and interested applicants could apply.

**Suggestion:** The applicants could be reviewed and/or interviewed by a selection group which could include former CRs. The successful applicant would have time to prepare for the posting and the future CRs Department would have time to adjust staffing. Also, during the selection process the Departments previous involvement in the program could be a factor in the selection to allow the CRs to be "spread around."

## TRAINING

The two week training seminar takes place at the CUMIS building on the south service road in Burlington. It is a intense program which teaches self motivation, public speaking, team building, dealing with minorities, daily planning and the mechanics and philosophies of the United Way. Attending the seminar provides you with the confidence and the knowledge to sit down and talk to the CEO of a company, the Mayor of a Town, the Clerk of a City or to address a crew of garbage men or maintenance workers.

**Observation:** The employee, as a CR, receives invaluable (and probably expensive) training which benefits both the employer and the employee upon their return to their permanent position.

## A CAMPAIGN REPRESENTATIVE

After the training period is completed the CR is assigned established accounts in a particular sector and reports to a Resource Development Associate (RD) who is a full time United Way employee.

In my case I was originally assigned to the manufacturing section but later transferred to the Government Section, specifically Municipal Accounts.

As a CR I was responsible for contacting the Employee Campaign Co-Ordinator (ECC) at the municipality regarding the payroll deduction campaign and setting up special events. The ECC was the liaison between myself and the employees of the municipality. If there was no ECC I had to deal with the management to either assign an ECC or act as one themselves.

This campaign, I expressed to my RD, Phyllis Ferguson, that I would like to do United Way presentations to as many municipal employees as possible. At the end of the campaign I had done approximately sixty (60) presentations in various offices and yards throughout municipalities in the Region. Needless to say, I have overcome my fear of public speaking.

The basis of my presentation revolved around me. This may on the surface sound arrogant and/or boastful but, in fact, it was the opposite.

As a twenty three (23) year municipal employee I could tell my peers what I had learned about charities, in particular the United Way. I stressed that I was not a salesman, but an avenue of information that they could travel if they wished. The people I spoke to understood right away that I was one of them and could relate to the pay freezes, cut backs and the general impression that the public has of municipal employees. It was an easy sell because it wasn't a sell. I was one of their own telling them the facts!

**Suggestion:** That the City advise the United Way that they would prefer their newly appointed CR working in the Municipal Government Section. The employee would gain instant credibility with their peers in other communities.



**Observation:** The presentations to Regional employees at the Football Hall of Fame and to the City employees at City Hall Council Chambers were well attended by staff. As I recall, not a single department head attended, not a good example to set. Attendance does not require a donation!

## **THE MONEY**

Last year, City of Hamilton employees donated over \$50,000.00 to the United Way through the Charity Fund. This year that amount will be exceeded.

Prior to the Christmas closure, I was informed by Phyllis Ferguson that the overall Municipal Accounts sector, is expected to exceed \$225,000.00 in donations.

**Suggestion:** That somebody tell the employees, the politicians and the public what kind of a contribution that municipal workers make to their community.

## **OVERVIEW**

I was apprehensive when I went into the CR program. I was not confident in my ability to make a commitment to a charity I knew little about. The fact it would look good on my resume and get me out of my department for a while, a change is good as a rest, was my motivating factor. I had no interest in charity work as I knew nothing about it.

After the training period, I felt confident about my knowledge of the material and my ability to get the message across to other people, but I was still unsure of my commitment.

Finally, after some soul searching, I realized charity means different things to different people. I was putting too much pressure on myself to meet other peoples commitment levels and decided to work within my own. It was then I realized to be a successful CR I had to be myself. To utilize my assets, create my own level of commitment and not try to emulate someone else.

I reflect on the work I did with the thirty three (33) employees of the Town of Glanbrook and Mayor Glen Etherington. The employees raised their donations from \$3.00 per capita to over \$40.00 per capita and received an award for the first time ever, with plans on improving next year.

The United Way showed me how to say: "I had part in their success, and it feels good!"

The Campaign Representative program has changed me as an employee, but more important, it has changed me as a person. I would highly recommend the program.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

7. (a.)

**DATE:** 1998 February 6

**REPORT TO:** Mrs. S. Reeder, Secretary  
Finance and Administration Committee

**FROM:** W. H. Shoemaker  
Fire Chief

**SUBJECT:** Fire Department  
1998 - 2007 Provisional Capital Budget

**RECOMMENDATION:**

- a) That the attached capital projects from the Fire Department be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget; and,
- b) That these capital projects be reviewed by the Management Team for consideration by the Committee of the Whole and City Council.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

To be reviewed by the Management Team.

**BACKGROUND:**

Departmental Overview

The attached Capital Budget Submission Forms have been prepared based on the guidelines developed and approved by City Council.

The proposed 1998-2007 Capital Budget currently represents a \$538,000 decrease in net cost over the 1997-2006 Capital Budget noted as follows:

NET CAPITAL BUDGET BY YEAR

	Approved 1997-2006 <u>Capital Budget</u> (\$000's)	Proposed 1998-2007 <u>Capital Budget</u> (\$000's)	<u>Over/(Under)</u> (\$000's)
1998	1,070	2,159	1,089
1999	474	2,865	2,391
2000	2,701	372	(2,329)
2001	484	540	56
2002	1,493	1,290	(203)
2003	3,708	1,035	(2,673)
2004	515	583	68
2005	749	799	50
2006	60	72	12
2007	<u>0</u>	<u>1,001</u>	<u>1,001</u>
TOTALS	<u>\$ 11,254</u>	<u>\$ 10,716</u>	<u>\$ (538)</u>

The major factor for the overall decrease in requested capital spending is the result of removing the submission for the complete rebuilding of the Woodward and Melvin Fire Station in favour of our 1998 submission to expand the scope of the reconstruction. The reasons for this request are outlined on the Project Submission Form, Project Justification.

Other financial adjustments are the result of requested changes in the proposed start dates of projects from the approved 1997 - 2006 Capital Budget Program. These changes more accurately reflect the needs of the Fire Department.

The project for Fire Station - Ray & George Streets - Design and Construction was deleted from the Provisional Capital Budget during the 1997 budget process. Fire Department staff will be reviewing this project with regard to the Hamilton Master Fire Plan and the Fire Underwriters Survey Report and will consider this project during the 1999 - 2008 Capital Budget process.

The individual capital budget project submission forms provide additional information on these projects.

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: FIRE

2. PROJECT SUMMARY:

(a) Name (max. of 45 characters) VEHICLE / APPARATUS REPLACEMENT - 1998

(b) Type of Project Vehicle replacement

(c) Location Various stations

(d) Scope/Description of Work This project is for the proposed replacement schedule for existing fire department apparatus. The vehicle replacement provision, based on the original purchase price, forms part of the current budget process. The estimated prices on the attached list are based on today's estimated replacement value.

(e) Remarks \_\_\_\_\_

3. REFERENCE TO RELATED PROJECTS:

(a) Submitting Department \_\_\_\_\_

(b) Project Name \_\_\_\_\_

(c) Start Year \_\_\_\_\_

(d) Net City Cost \$ \_\_\_\_\_

4. DEPARTMENT PRIORITY ORDER: # 1 of 5

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a) STRATEGIC DIRECTION  
(Image of the City, Quality of Life, Transportation) \_\_\_\_\_

(b) HEALTH/SAFETY/ENVIRONMENT YES

(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT \_\_\_\_\_

(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) \_\_\_\_\_

(e) ECONOMIC DEVELOPMENT \_\_\_\_\_

(f) MAINTAIN EXISTING SERVICE  
(Roads, Buildings, Other basic infrastructure) YES

(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) \_\_\_\_\_

(h) GROWTH RELATED PROJECT \_\_\_\_\_

Describe Justification:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. FEASIBILITY STUDY:

(a) START DATE (YEAR) \_\_\_\_\_

(b) COMPLETION DATE (YEAR) \_\_\_\_\_

(c) GROSS COST \$ \_\_\_\_\_

7. PROJECT:

(a) START DATE (YEAR) 1998

(b) COMPLETION DATE (YEAR) 1998

(c) GROSS COST (Start Year Dollars) \$ 1,170,000

(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \_\_\_\_\_

(e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_

(f) NET CITY'S COST \$ 1,170,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 1,170,000	- 2003	\$ _____
- 1999	\$ _____	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing \$ \_\_\_\_\_  
 Building Operations & Maintenance \$ \_\_\_\_\_  
 Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
 GROSS COST (All Inclusive) \$ \_\_\_\_\_  
 (b) LESS RECOVERY/REVENUE (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
 (c) NET CITY'S COST \$ \_\_\_\_\_

**Note:** Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name \_\_\_\_\_  
 (b) Basis of assumptions \_\_\_\_\_

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No ☐ Yes ☒; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) 56.1  
 (b) AT CITY'S COST OF \$ 1,070,000  
 (c) SCHEDULED TO START IN THE YEAR 1998

W. Swaminathan  
 Signature of Department Head/  
 Local Board Manager

November 26, 1997  
 Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ☐ No ☐

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

**Note:** all amounts rounded to the nearest thousand dollars



1998 CAPITAL BUDGET

VEHICLE / APPARATUS REPLACEMENT

	City Number	# of Years Service	Replacement Value	
<hr/>				
REPLACEMENT YEAR - 1998				
PUMPER 2	1670	15	450,000	
RESCUE UNIT # 2	1672	15	270,000	
PUMPER 11	1673	15	450,000	1,170,000
			<hr/>	

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: FIRE
  
2. PROJECT SUMMARY:
  - (a) Name (max. of 45 characters) VEHICLE / APPARATUS REPLACEMENT - 1999 - 2007
  - (b) Type of Project Vehicle replacement
  - (c) Location Various stations
  - (d) Scope/Description of Work This project is for the proposed replacement schedule for existing fire department apparatus. The vehicle replacement provision, based on the original purchase price, forms part of the current budget process. The estimated prices on the attached list are based on today's estimated replacement value.
  - (e) Remarks \_\_\_\_\_
  
3. REFERENCE TO RELATED PROJECTS:
  - (a) Submitting Department \_\_\_\_\_
  - (b) Project Name \_\_\_\_\_
  - (c) Start Year \_\_\_\_\_
  - (d) Net City Cost \$ \_\_\_\_\_
  
4. DEPARTMENT PRIORITY ORDER: # 2 of 5
  
5. PROJECT JUSTIFICATION ("Yes" or "No"):
  - (a) STRATEGIC DIRECTION  
(Image of the City, Quality of Life, Transportation) \_\_\_\_\_
  - (b) HEALTH/SAFETY/ENVIRONMENT YES
  - (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT \_\_\_\_\_
  - (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) \_\_\_\_\_
  - (e) ECONOMIC DEVELOPMENT \_\_\_\_\_
  - (f) MAINTAIN EXISTING SERVICE  
(Roads, Buildings, Other basic infrastructure) YES
  - (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) \_\_\_\_\_
  - (h) GROWTH RELATED PROJECT \_\_\_\_\_

Describe Justification:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_
  
6. FEASIBILITY STUDY:
  - (a) START DATE (YEAR) \_\_\_\_\_
  - (b) COMPLETION DATE (YEAR) \_\_\_\_\_
  - (c) GROSS COST \$ \_\_\_\_\_
  
7. PROJECT:
  - (a) START DATE (YEAR) 1999
  - (b) COMPLETION DATE (YEAR) 2007
  - (c) GROSS COST (Start Year Dollars) \$ 7,022,000
  - (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ \_\_\_\_\_
  - (e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_
  - (f) NET CITY'S COST \$ 7,022,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$	_____	- 2003	\$	1,035,000
- 1999	\$	160,000	- 2004	\$	583,000
- 2000	\$	372,000	- 2005	\$	799,000
- 2001	\$	540,000	- 2006	\$	72,000
- 2002	\$	1,290,000	- 2007	\$	1,001,000

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing \$ \_\_\_\_\_  
 Building Operations & Maintenance \$ \_\_\_\_\_  
 Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
 GROSS COST (All Inclusive) \$ \_\_\_\_\_  
 (b) LESS RECOVERY/REVENUE (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
 (c) NET CITY'S COST \$ \_\_\_\_\_

**Note:** Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name \_\_\_\_\_  
 (b) Basis of assumptions \_\_\_\_\_

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No \_\_\_\_\_ Yes ☒; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) 56.1  
 (b) AT CITY'S COST OF \$ 6,383,000  
 (c) SCHEDULED TO START IN THE YEAR 1998

*W. Shoemake*  
 Signature of Department Head/  
 Local Board Manager

November 26, 1997  
 Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_  
 (b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:  
 Yes \_\_\_\_\_ No \_\_\_\_\_  
 (c) IF DEBENTURE FINANCING:  
 (i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_  
 (ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

**Note:** all amounts rounded to the nearest thousand dollars

## 1998 CAPITAL BUDGET

## VEHICLE / APPARATUS REPLACEMENT

	City Number	# of Years Service	Replacement Value	
<u>REPLACEMENT YEAR - 1999</u>				
SUPPLY TRUCK	1614	6	25,000	
EMERGENCY CAR # 1	1615	4	27,000	
FIRE PREVENTION CAR	1619	4	18,000	
FIRE PREVENTION CAR	1620	4	18,000	
FIRE PREVENTION CAR	1621	4	18,000	
EMERGENCY CAR # 2	1622	4	27,000	
EMERGENCY CAR # 3	1623	4	27,000	160,000
<u>REPLACEMENT YEAR - 2000</u>				
EMERGENCY CAR - DISTRICT 9	1617	6	36,000	
EMERGENCY CAR - PLATOON 1	1618	6	36,000	
HAZ/MAT VEHICLE	1657	15	300,000	372,000
<u>REPLACEMENT YEAR - 2001</u>				
FIRE PREVENTION CAR	1632	4	18,000	
FIRE PREVENTION CAR	1633	4	18,000	
FIRE PREVENTION CAR	1634	4	18,000	
EMERGENCY CAR - DISTRICT 4	1626	6	36,000	
PUMPER 10	1680	15	450,000	540,000
<u>REPLACEMENT YEAR - 2002</u>				
TOWER 4	1689	15	460,000	
TRUCK 2	1691	15	830,000	1,290,000
<u>REPLACEMENT YEAR - 2003</u>				
EMERGENCY CAR # 1	1615	4	27,000	
FIRE PREVENTION CAR	1619	4	18,000	
FIRE PREVENTION CAR	1620	4	18,000	
FIRE PREVENTION CAR	1621	4	18,000	
EMERGENCY CAR # 2	1622	4	27,000	
EMERGENCY CAR # 3	1623	4	27,000	
PUMPER 5	1688	15	450,000	
PUMPER 3	1690	15	450,000	1,035,000



## 1998 CAPITAL BUDGET

## VEHICLE / APPARATUS REPLACEMENT

	City Number	# of Years Service	Replacement Value	
<u>REPLACEMENT YEAR - 2004</u>				
PUMPER 9	1601	15	450,000	
EMERGENCY CAR	1637	6	36,000	
EMERGENCY CAR	1638	6	36,000	
EMERGENCY CAR	1639	6	36,000	
MAINTENANCE TRUCK	1636	6	25,000	583,000
<u>REPLACEMENT YEAR - 2005</u>				
RESCUE UNIT # 1	1606	15	270,000	
FIRE PREVENTION CAR	1633	4	18,000	
FIRE PREVENTION CAR	1634	4	18,000	
FIRE PREVENTION CAR	1635	4	18,000	
SUPPLY TRUCK	1614	6	25,000	
PUMPER 6	1697	15	450,000	799,000
<u>REPLACEMENT YEAR - 2006</u>				
EMERGENCY CAR	1617	6	36,000	
EMERGENCY CAR	1618	6	36,000	72,000
<u>REPLACEMENT YEAR - 2007</u>				
EMERGENCY CAR # 1	1615	4	27,000	
FIRE PREVENTION CAR	1619	4	18,000	
FIRE PREVENTION CAR	1620	4	18,000	
FIRE PREVENTION CAR	1621	4	18,000	
EMERGENCY CAR # 2	1622	4	27,000	
EMERGENCY CAR # 3	1623	4	27,000	
EMERGENCY CAR	1626		36,000	
TRUCK 2	1691	15	830,000	1,001,000
TOTAL - 1999 TO 2007				<u>7,022,000</u>

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: FIRE
2. PROJECT SUMMARY:
- (a) Name (max. of 45 characters) FIRE STATION-WOODWARD & MELVIN - RENOVATION
- (b) Type of Project Building renovation
- (c) Location Woodward & Melvin
- (d) Scope/Description of Work Complete renovation of the existing fire station to extend the life of the building for 15 years. This work would be carried out in addition to the approved \$200,000. Infrastructure project.
- (e) Remarks If this renovation project is not approved, the recommendation should be changed to rebuild the station at an estimated cost of \$2,427,000 with the project to start in 1998 and completion in 1999.

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department \_\_\_\_\_
- (b) Project Name \_\_\_\_\_
- (c) Start Year \_\_\_\_\_
- (d) Net City Cost \$ \_\_\_\_\_

4. DEPARTMENT PRIORITY ORDER: # 3 of 5

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION  
(Image of the City, Quality of Life, Transportation) \_\_\_\_\_
- (b) HEALTH/SAFETY/ENVIRONMENT YES
- (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT \_\_\_\_\_
- (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) \_\_\_\_\_
- (e) ECONOMIC DEVELOPMENT \_\_\_\_\_
- (f) MAINTAIN EXISTING SERVICE  
(Roads, Buildings, Other basic infrastructure) YES
- (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) \_\_\_\_\_
- (h) GROWTH RELATED PROJECT \_\_\_\_\_

Describe Justification:

Renovation, rather than reconstruction, will provide a serviceable facility that will permit expansion to provide ambulance service if required and allow for planning the future of fire and emergency services for the eastern portion of the lower city. Relocation of the station to a more easterly location, recommended in the Hamilton Master Fire Plan did not consider the possibility of future amalgamation of certain emergency services and the location of fire stations in adjacent municipalities.

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) \_\_\_\_\_
- (b) COMPLETION DATE (YEAR) \_\_\_\_\_
- (c) GROSS COST \$ \_\_\_\_\_

7. PROJECT:

- (a) START DATE (YEAR) 1998
- (b) COMPLETION DATE (YEAR) 1998
- (c) GROSS COST (Start Year Dollars) \$ 650,000
- (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \_\_\_\_\_
- (e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_
- (f) NET CITY'S COST \$ 650,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$	650,000	- 2003	\$	_____
- 1999	\$	_____	- 2004	\$	_____
- 2000	\$	_____	- 2005	\$	_____
- 2001	\$	_____	- 2006	\$	_____
- 2002	\$	_____	- 2007	\$	_____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing \$ \_\_\_\_\_  
 Building Operations & Maintenance \$ \_\_\_\_\_  
 Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
 GROSS COST (All Inclusive) \$ \_\_\_\_\_  
 (b) LESS RECOVERY/REVENUE (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
 (c) NET CITY'S COST \$ \_\_\_\_\_

**Note:** Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name M. Shah  
 (b) Basis of assumptions Updated estimate is prepared.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No ☒ Yes ☐; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) \_\_\_\_\_  
 (b) AT CITY'S COST OF \$ \_\_\_\_\_  
 (c) SCHEDULED TO START IN THE YEAR \_\_\_\_\_

W. S. Siamali  
 Signature of Department Head/  
 Local Board Manager

November 26, 1997  
 Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ☐ No ☐

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

**Note:** all amounts rounded to the nearest thousand dollars



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: FIRE
2. PROJECT SUMMARY:
- (a) Name (max. of 45 characters) FIRE STATION-KENILWORTH AVE-DESIGN AND CONSTRUCTION
- (b) Type of Project Building replacement
- (c) Location Kenilworth & Roxborough
- (d) Scope/Description of Work Design and construction of a fire station to replace the outdated facility which opened in 1952.
- (e) Remarks \_\_\_\_\_
3. REFERENCE TO RELATED PROJECTS:
- (a) Submitting Department \_\_\_\_\_
- (b) Project Name \_\_\_\_\_
- (c) Start Year \_\_\_\_\_
- (d) Net City Cost \$ \_\_\_\_\_
4. DEPARTMENT PRIORITY ORDER: # 4 of 5
5. PROJECT JUSTIFICATION ("Yes" or "No"):
- (a) STRATEGIC DIRECTION  
(Image of the City, Quality of Life, Transportation) \_\_\_\_\_
- (b) HEALTH/SAFETY/ENVIRONMENT YES
- (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT \_\_\_\_\_
- (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) \_\_\_\_\_
- (e) ECONOMIC DEVELOPMENT \_\_\_\_\_
- (f) MAINTAIN EXISTING SERVICE  
(Roads, Buildings, Other basic infrastructure) YES
- (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) \_\_\_\_\_
- (h) GROWTH RELATED PROJECT \_\_\_\_\_
- Describe Justification:
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
6. FEASIBILITY STUDY:
- (a) START DATE (YEAR) \_\_\_\_\_
- (b) COMPLETION DATE (YEAR) \_\_\_\_\_
- (c) GROSS COST \$ \_\_\_\_\_
7. PROJECT:
- (a) START DATE (YEAR) 1998
- (b) COMPLETION DATE (YEAR) 1999
- (c) GROSS COST (Start Year Dollars) \$ 2,944,000
- (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \_\_\_\_\_
- (e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_ \$ \_\_\_\_\_
- (f) NET CITY'S COST \$ 2,944,000

Note: all amounts rounded to the nearest thousand dollars



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$	239,000	- 2003	\$	_____
- 1999	\$	2,705,000	- 2004	\$	_____
- 2000	\$	_____	- 2005	\$	_____
- 2001	\$	_____	- 2006	\$	_____
- 2002	\$	_____	- 2007	\$	_____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing \$ \_\_\_\_\_  
 Building Operations & Maintenance \$ \_\_\_\_\_  
 Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
 GROSS COST (All Inclusive) \$ \_\_\_\_\_  
 (b) LESS RECOVERY/REVENUE (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
 (c) NET CITY'S COST \$ \_\_\_\_\_

**Note:** Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name M. Shah  
 (b) Basis of assumptions Detailed estimate is prepared.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No ☐ Yes ☒; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) 59.0  
 (b) AT CITY'S COST OF \$ 3,430,000  
 (c) SCHEDULED TO START IN THE YEAR 2002

W. Smeeman  
 Signature of Department Head/  
 Local Board Manager

November 26, 1997  
 Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ☐ No ☐

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

**Note:** all amounts rounded to the nearest thousand dollars



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

7. (b.)

**DATE:** 1998 February 13

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz, City Clerk

**SUBJECT:** 1998-2007 Provisional Capital Budget

**RECOMMENDATION:**

- a) That the attached Capital Project from the Clerk's Department be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget; and
- b) That these Capital Projects be reviewed by the Management Team (Capital Budget Sub-Committee) for consideration by the Committee of the Whole and Council.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

To be reviewed by the Management Team (Capital Budget Sub-Committee). The acquisition of approximately 90 Automated Vote Tabulation System Units would result in savings of approximately \$100,000. in election operational expenses every 3 years.

These savings will be realized by our ability to increase the size of pollings areas and thus reduce the number of Election Day staff required. Under this scenario, each ward would be served by approximately 10 polls.

**BACKGROUND:**

The attached Capital Budget Submission Forms are based on the guidelines developed and approved by City Council.

The replacement of the City's Votamatic Election System was required in 1997 as a result of the archaic condition of the units, voter dissatisfaction and dwindling supplier support. City Council authorized the rental of an Optical Scanning Vote Tabulation System for the 1997 Municipal Elections. The System rented in 1997 operated quite successfully and the overall level of voter satisfaction was high. A commitment to purchase an Election System must now be made in 1998 in order to facilitate Election planning for the year 2000. The supplier of the rental Election System used in 1997 has provided for the City's previous rental payment to be carried forward to offset the acquisition cost of the System. This \$130,000. credit must be utilized by 1998 June 30.

Automated Vote Tabulation units are offered primarily by two major suppliers. Both equipment suppliers have advised that System Rental Programs are no longer available. It is our understanding that in order to utilize Optical Scanning Vote Tabulation in the year 2000, an equipment purchase decision will be required.

The proposed 1998 Capital Expenditure of \$550,000., represents an overall reduction in the existing Capital Budget allocation of \$175,000. The 1997-2006 Capital Budget Program contained a 1998 allocation of \$100,000. and a 1999 allocation of \$725,000.

attach.

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORMPROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: City Clerk's Department

## 2. PROJECT SUMMARY:

(a) Name (max. of 45 characters): Election System Replacement and Acquisition

(b) Type of Project: Election System Acquisition

(c) Location: City Clerk's Department

## (d) Scope/Description of Work:

A 1996 Capital Budget Allocation of \$100,000. was provided for in order to rent an Optical Scanning Vote Tabulation System for the 1997 Municipal Elections, The City's Rental Agreement contained a provision for the rental payment to be carried forward as a credit in the event of the purchase of the System. At present, the City has made no commitment for the acquisition of a replacement Election System for the 2000 Election. Use of the Votamatic Punch Card System is not considered a viable option for the 2000 Election.

## (e) Remarks:

The 1997 - 2006 Capital Budget Program contains a \$100,000. allocation in 1998 and a \$725,000. allocation for Election System acquisition in 1999. This allocation in 1999 would not be timely in terms of planning, for the 2000 Municipal Elections.

## 3. REFERENCE TO RELATED PROJECTS:

(a) Submitting Department	City Clerk's Department
(b) Project Name	Election System Replacement and Acquisition
(c) Start Year	<u>1998, 1999</u>
(d) Net City Cost	\$ <u>100,000., 725,000.</u>

## 4. DEPARTMENT PRIORITY ORDER:

# 1 of 1

## 5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation)	<u>Yes</u>
(b) HEALTH/SAFETY/ENVIRONMENT	<u>No</u>
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	<u>No</u>
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	<u>Yes</u>
(e) ECONOMIC DEVELOPMENT	<u>No</u>
(f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure)	<u>Yes</u>
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs)	<u>Yes</u>
(h) GROWTH RELATED PROJECT	<u>No</u>

## Describe Justification:

The replacement of the City's Votamatic Election System was required in 1997 as a result of the archaic condition of the units, voter dissatisfaction and dwindling supplier support. City Council authorized the rental of an Optical Scanning Vote Tabulation System for the 1997 Municipal Elections. The System rented in 1997 operated quite successfully and the overall level of voter satisfaction was high. A commitment to purchase an Election System must now be made in 1998 in order to facilitate election planning for the year 2000. The supplier of the rental Election System used in 1997 has provided for the City's rental payment to be carried forward to offset the acquisition cost of that System.

## 6. FEASIBILITY STUDY:

(a) START DATE (YEAR)	<u>1995</u>
(b) COMPLETION DATE (YEAR)	<u>1996</u>
(c) GROSS COST	\$ <u>10,000.</u>



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

7. PROJECT:

(a)	START DATE (YEAR)	1998
(b)	COMPLETION DATE (YEAR)	2000
(c)	GROSS COST (Start Year Dollars)	\$ 550,000.
(d)	LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	\$ --
(e)	LESS OTHER RECEIPTS (Specify)	\$ --
(f)	NET CITY'S COST	\$ 550,000.

\* The estimated 1998 acquisition cost is based upon the assumption that Council will adopt the Recommendation of the City Clerk to utilize fewer Vote Tabulators per ward. To gain the ultimate benefit from utilizing Optical Scanning Vote Tabulators, more voters should be processed by each Tabulator. Should Council insist on maintaining the current number of Voting Tabulators, the original Capital Budget Allocation of \$825,000. would be required in 1998.

Note: all amounts rounded to the nearest thousand dollars

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 550,000.	- 2003	\$ --
- 1999	\$ --	- 2004	\$ --
- 2000	\$ --	- 2005	\$ --
- 2001	\$ --	- 2006	\$ --
- 2002	\$ --	- 2007	\$ --

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a)	Staffing	\$ (75,000.)
	Building Operations & Maintenance	\$ --
	Other (specify)	\$ (25,000.)
	GROSS COST (All Inclusive) Savings (every 3 years)	\$ (100,000.)
(b)	LESS RECOVERY/REVENUE (specify)	\$ --
(c)	NET CITY'S COST * Projected savings of \$100,00. every 3 years based on the present election operating budget of \$450,00.	\$ (100,000.)

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

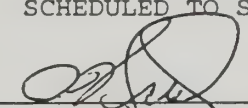
10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a)	Project Manager's Name	<u>Darryl Lee, Supervisor of Records</u>
(b)	Basis of assumptions	<u>Feasibility Study Undertaken</u>

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No ☐ Yes ☒; if yes,

(a)	PROJECT NO. (Per 1997-2006 Capital Budget Program)	5.0
(b)	AT CITY'S COST OF	\$ 825,000.
(c)	SCHEDULED TO START IN THE YEAR	1998

  
Signature of Department Head/  
Local Board Manager

December 3, 1997  
Date

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes    \_\_\_      No    \_\_\_

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

Note: all amounts rounded to the nearest thousand dollars

7. (c.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 February 11

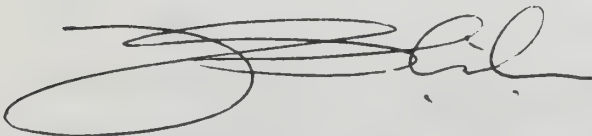
**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. G. Hindson, P.Eng.  
Director of Information Systems

**SUBJECT:** Information Systems Department  
1998-2007 Provisional Capital Budget Program  
(INF 98-107)

**RECOMMENDATION:**

- a) That the attached capital projects from the Information Systems Department be considered for inclusion in the ten year 1998 - 2007 Provisional Capital Budget; and,
- b) That these capital projects be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

To be reviewed by the Corporate Management Team.

**BACKGROUND:**

See attached submissions.

c.c. Allan C. Ross, Treasurer

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Information Systems

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Corporate Software - Windows Software  
(b) Type of Project Computer Software Packages  
(c) Location City Hall and all other Corporate Office locations  
(d) Scope/Description of Work Upgrade the Corporate Software packages in use from DOS-based software to Windows-based software

(e) Remarks \_\_\_\_\_

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department Corporate Management Team (CMT)  
(b) Project Name Computer Software - Windows Upgrade  
(c) Start Year 1998  
(d) Net City Cost \$ 95,000

4. DEPARTMENT PRIORITY ORDER:

# 1 of 5

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION  
(Image of the City, Quality of Life, Transportation) No  
(b) HEALTH/SAFETY/ENVIRONMENT No  
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT No  
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) No  
(e) ECONOMIC DEVELOPMENT No  
(f) MAINTAIN EXISTING SERVICE  
(Roads, Buildings, Other basic infrastructure) Yes  
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) Yes  
(h) GROWTH RELATED PROJECT No

Describe Justification:

The current corporate standards for PC software have moved from Windows 3.1 to Windows 95 and from DOS-based software to Windows -based software.  
The DOS-based software is now obsolete and needs to be upgraded to windows-based software which is now in common use in business and industry.

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) n/a  
(b) COMPLETION DATE (YEAR) n/a  
(c) GROSS COST \$

7. PROJECT:

- (a) START DATE (YEAR) 1998  
(b) COMPLETION DATE (YEAR) 1998  
(c) GROSS COST (Start Year Dollars) \$ 95,000  
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ n/a  
(e) LESS OTHER RECEIPTS (Specify) \$ n/a  
(f) NET CITY'S COST \$ 95,000

Note: all amounts rounded to the nearest thousand dollars



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 95,000	- 2003	\$ _____
- 1999	\$ _____	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$ Nil
Building Operations & Maintenance	\$ Nil
Other (specify) _____	\$ Nil
GROSS COST (All Inclusive)	\$ Nil
(b) LESS RECOVERY/REVENUE (specify) _____	\$ Nil
(c) NET CITY'S COST	\$ Nil

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Jim Hindson, Director of I/S  
(b) Basis of assumptions \_\_\_\_\_

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No X Yes   ; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	_____
(b) AT CITY'S COST OF	\$ _____
(c) SCHEDULED TO START IN THE YEAR	_____

Signature of Department Head/  
Local Board Manager

1998 Feb 4  
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes    No   

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Information Systems

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Staff PC Software Training  
(b) Type of Project Staff Training  
(c) Location Various locations  
(d) Scope/Description of Work Train approximately seven hundred staff in the use and operation of Windows-based software; 700 staff to be receive training on Windows-based Wordprocessing software; 650 staff to receive training on Windows 95 and networking; and 325 staff to receive training on windows-based spreadsheet software.

(e) Remarks \_\_\_\_\_

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department Corporate Management Team  
(b) Project Name Staff Software Training  
(c) Start Year \_\_\_\_\_  
(d) Net City Cost 1998  
\$ 140,000

4. DEPARTMENT PRIORITY ORDER:

# 2 of 5

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation) No  
(b) HEALTH/SAFETY/ENVIRONMENT No  
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT No  
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) No  
(e) ECONOMIC DEVELOPMENT No  
(f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure) Yes  
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) Yes  
(h) GROWTH RELATED PROJECT No

Describe Justification:

The current corporate standards for PC software have moved from Windows 3.1 to Windows 95 and from DOS-based software to Windows -based software. Staff require training in order to be able to effectively use and operate the windows-based software that is replacing the obsolete versions.

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) n/a  
(b) COMPLETION DATE (YEAR) n/a  
(c) GROSS COST \$ n/a

7. PROJECT:

- (a) START DATE (YEAR) 1998  
(b) COMPLETION DATE (YEAR) 1998  
(c) GROSS COST (Start Year Dollars) \$ 140,000  
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ n/a  
(e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_ \$ n/a  
(f) NET CITY'S COST \$ 140,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 140,000	- 2003	\$ _____
- 1999	\$ _____	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$ Nil
Building Operations & Maintenance	\$ Nil
Other (specify) _____	\$ Nil
GROSS COST (All Inclusive)	\$ Nil
(b) LESS RECOVERY/REVENUE (specify) _____	\$ Nil
(c) NET CITY'S COST	\$ Nil

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Jim Hindson, Director of I/S  
(b) Basis of assumptions \_\_\_\_\_

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No X Yes   ; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) \_\_\_\_\_  
(b) AT CITY'S COST OF \$ \_\_\_\_\_  
(c) SCHEDULED TO START IN THE YEAR \_\_\_\_\_

  
Signature of Department Head/  
Local Board Manager

1998 Feb 4  
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes    No   

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

Note: all amounts rounded to the nearest thousand dollars



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Information Systems

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Corporate Network Improvements  
(b) Type of Project Communications Infrastructure  
(c) Location City Hall  
(d) Scope/Description of Work Increase the speed and performance of the Corporate Network by a factor of 10 (from 10 Million bits per second to 100 million bits per second)

(e) Remarks

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department Corporate Management Team (CMT)  
(b) Project Name Corporate Network Improvements  
(c) Start Year 1998  
(d) Net City Cost \$ 200,000

4. DEPARTMENT PRIORITY ORDER:

# 3 of 5

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation) No  
(b) HEALTH/SAFETY/ENVIRONMENT No  
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT No  
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) No  
(e) ECONOMIC DEVELOPMENT No  
(f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure) Yes  
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) Yes  
(h) GROWTH RELATED PROJECT No

Describe Justification:

The corporate computer network has continued to experience increased data traffic to the point that the network is beyond its current capacity to transfer data and information in a timely manner between the main network computers and servers (known as the network "backbone")

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) n/a  
(b) COMPLETION DATE (YEAR) n/a  
(c) GROSS COST \$

7. PROJECT:

- (a) START DATE (YEAR) 1998  
(b) COMPLETION DATE (YEAR) 2001  
(c) GROSS COST (Start Year Dollars) \$ 200,000  
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ n/a  
(e) LESS OTHER RECEIPTS (Specify) \$ n/a  
(f) NET CITY'S COST \$ 200,000

Note: all amounts rounded to the nearest thousand dollars



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 50,000	- 2003	\$ _____
- 1999	\$ 50,000	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ 50,000	- 2006	\$ _____
- 2002	\$ 50,000	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$ Nil
Building Operations & Maintenance	\$ Nil
Other (specify) Mtce costs \$10K (1999), \$10K (2002)	\$ 20,000
GROSS COST (All Inclusive)	\$ Nil
(b) LESS RECOVERY/REVENUE (specify) _____	\$ Nil
(c) NET CITY'S COST	\$ 20,000

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Jim Hindson, Director of I/S  
(b) Basis of assumptions \_\_\_\_\_

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No X Yes   ; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	_____
(b) AT CITY'S COST OF	\$ _____
(c) SCHEDULED TO START IN THE YEAR	_____

Signature of Department Head/  
Local Board Manager

1998 Feb 4  
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING:	_____
(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:	
Yes <u>  </u> No <u>  </u>	
(c) IF DEBENTURE FINANCING:	
(i) ANNUAL DEBENTURE FINANCING COST:	\$ _____
(ii) TOTAL CARRYING COST OF RETIRING DEBT:	\$ _____

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Information Systems

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Corporate Network Extensions  
(b) Type of Project Communications Infrastructure  
(c) Location City Hall  
(d) Scope/Description of Work Increase the Corporate Network capacity to up to 49 City facilities and office locations

(e) Remarks

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department Corporate Management Team  
(b) Project Name Corporate Network Extensions  
(c) Start Year 1998  
(d) Net City Cost \$ 252,000

4. DEPARTMENT PRIORITY ORDER:

# 4 of 5

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation) No  
(b) HEALTH/SAFETY/ENVIRONMENT No  
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT No  
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) No  
(e) ECONOMIC DEVELOPMENT No  
(f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure) Yes  
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) Yes  
(h) GROWTH RELATED PROJECT No

Describe Justification:

Many City facilities and offices (49) are not connected to the corporate network and would have varying benefits from being able to connect to the corporate network

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) n/a  
(b) COMPLETION DATE (YEAR) n/a  
(c) GROSS COST \$

7. PROJECT:

- (a) START DATE (YEAR) 1998  
(b) COMPLETION DATE (YEAR) 2000  
(c) GROSS COST (Start Year Dollars) \$ 252,000  
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ n/a  
(e) LESS OTHER RECEIPTS (Specify) \$ n/a  
(f) NET CITY'S COST \$ 252,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 84,000	- 2003	\$ _____
- 1999	\$ 84,000	- 2004	\$ _____
- 2000	\$ 84,000	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing \$ Nil  
Building Operations & Maintenance \$ Nil  
Other (specify) \$16K (1999), \$48K (2000), \$96K (2001) \$ 96,000  
Bell Telephone or equivalent line cost)  
GROSS COST (All Inclusive) \$ 96,000  
(b) LESS RECOVERY/REVENUE (specify) \_\_\_\_\_ \$ Nil  
(c) NET CITY'S COST \$ 96,000

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Jim Hindson, Director of I/S  
(b) Basis of assumptions \_\_\_\_\_

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No X Yes   ; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) \_\_\_\_\_  
(b) AT CITY'S COST OF \$ \_\_\_\_\_  
(c) SCHEDULED TO START IN THE YEAR \_\_\_\_\_

  
Signature of Department Head/  
Local Board Manager

1998 Feb 4  
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_  
(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:  
Yes    No     
(c) IF DEBENTURE FINANCING:  
(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_  
(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

Note: all amounts rounded to the nearest thousand dollars



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Information Systems

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Corporate Network Improvements  
(b) Type of Project Communications Infrastructure  
(c) Location City Hall  
(d) Scope/Description of Work Increase the speed and performance of the Corporate Network by a factor of 10 (from 100 Million bits per second to 1 billion bits per second)

(e) Remarks \_\_\_\_\_

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department Corporate Management Team (CMT)  
(b) Project Name Corporate Network Improvements  
(c) Start Year 2007  
(d) Net City Cost \$ 100,000

4. DEPARTMENT PRIORITY ORDER:

# 5\_ of 5

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation) No  
(b) HEALTH/SAFETY/ENVIRONMENT No  
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT No  
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) No  
(e) ECONOMIC DEVELOPMENT No  
(f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure) Yes  
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) Yes  
(h) - GROWTH RELATED PROJECT No

Describe Justification:

The corporate computer network is expected to require a network speed upgrade in the year 2007

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) n/a  
(b) COMPLETION DATE (YEAR) n/a  
(c) GROSS COST \$

7. PROJECT:

- (a) START DATE (YEAR) 2007  
(b) COMPLETION DATE (YEAR) 2007  
(c) GROSS COST (Start Year Dollars) \$ 100,000  
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ n/a  
(e) LESS OTHER RECEIPTS (Specify) \$ n/a  
(f) NET CITY'S COST \$ 100,000

Note: all amounts rounded to the nearest thousand dollars



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$	_____	- 2003	\$	_____
- 1999	\$	_____	- 2004	\$	_____
- 2000	\$	_____	- 2005	\$	_____
- 2001	\$	_____	- 2006	\$	_____
- 2002	\$	_____	- 2007	\$	100,000

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$	Nil
Building Operations & Maintenance	\$	Nil
Other (specify) Mtce costs \$10K (2008), _____	\$	10,000
GROSS COST (All Inclusive)	\$	Nil
(b) LESS RECOVERY/REVENUE (specify) _____	\$	Nil
(c) NET CITY'S COST	\$	10,000

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Jim Hindson, Director of I/S  
(b) Basis of assumptions \_\_\_\_\_

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No X Yes   ; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) \_\_\_\_\_  
(b) AT CITY'S COST OF \$ \_\_\_\_\_  
(c) SCHEDULED TO START IN THE YEAR \_\_\_\_\_

Signature of Department Head/  
Local Board Manager

1998 Feb 4  
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes    No   

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

Note: all amounts rounded to the nearest thousand dollars



7.  
(d.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 February 10

**REPORT TO:** Mrs. Susan Reeder, Secretary  
Finance and Administration Committee

**FEB 10 1998**

**FROM:** R.L. Fair, Director  
Culture and Recreation Department

**SUBJECT:** DEPARTMENT OF CULTURE AND RECREATION -  
1998-2007 PROVISIONAL CAPITAL BUDGET

**RECOMMENDATION:**

- a) That the attached capital projects from the Department of Culture and Recreation for facilities within the jurisdiction of the Finance and Administration Committee be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget; and,
- b) That these capital projects be reviewed by the Management Team for consideration by the Committee of the Whole and City Council.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

*R. L. Fair*

The attached capital submissions represent 109 individual projects with a gross cost of \$149,519,000 less subsidies of \$15,810,000 for a ten year net cost of \$133,709,000. This net cost represents an increase of \$60,605,000 over the estimates approved in the 1997-2006 capital budget.

Increased costs are due to Departmental resubmission of major new and replacement projects from outside the ten year time frame; inclusion of new maintenance items he past by the Finance and Administration Committee and a new submission for a multiple pad arena.

A copy of detailed project summaries will be forwarded within the Capital Budget Book in due course.

Financial implications will be reviewed by the Corporate Management Team as part of its deliberations as the Capital Budget Sub-Committee.

## **BACKGROUND:**

With the transfer of building maintenance responsibilities to the Department of Culture and Recreation, staff have collected and prioritized in one listing the capital priorities for all City buildings and facilities. In previous years, Committee reviewed all capital projects submitted by the previous Property Department including work proposed for buildings normally under the purview of the Parks and Recreation Committee.

Projects within the mandate of the Finance and Administration Committee relate to proposed work on City Buildings excluding public works yards, parks, culture and recreation lands, buildings and facilities. These projects have been highlighted with a "F/A" symbol.

The Departmental prioritization exercise was conducted in accordance with Council's guidelines and directives and is influenced by the Strategic Directions adopted by Council at its meeting of 27 January 1998. All projects are to be considered by the Management Team for inclusion in recommendations to Council in the 1998-2007 Capital Budget as per Council's direction.

## **DISCUSSION:**

The majority of the projects are routine capital maintenance replacements and upgrades that are critical to an effective capital conservation program for buildings.

Three major initiatives are proposed to commence in 1998:

### **CENTRAL UTILITIES PLANT - BUILDING AUTOMATION SYSTEM UPGRADE (PHASE 2):**

The 1998 work will see the completion of a technical study that will lead to recommendation of a replacement of the existing building automation system (BAS). This system is a critical component of managing building costs efficiently. Energy control, scheduling of planned maintenance and documentation of costs are elements of the system. From a central control point, we will be able to control water temperatures in city pools, ice temperatures in arenas and air temperatures in all facilities connected to the system.

### **REPLACEMENT OF HVAC SYSTEM AT THE HAMILTON LIBRARY;**

The main library is currently heated by electricity. Timely replacement with a more energy efficient heating and cooling system will generate annual savings of \$53,000.



### **CITY HALL RETROFIT:**

City Hall is the acknowledged centre of governance for Hamilton and the surrounding region. When constructed in 1958 and opened in 1961 it was the jewel of the downtown. Sadly, it is difficult to say that today. It is time to begin the process of refurbishing the appearance of the Hall and to upgrade the mechanical and electrical infrastructure.

The 1998 submission includes cost estimates to upgrade the appearance and utility of the Council Chamber; to redefine the entrance to the Mayor's offices; to establish a permanent committee meeting room that is large enough to handle full City and Regional Council in camera meetings; provide additional work spaces for suburban representatives on Regional Council days and to upgrade the function and appearance of other first and second floor public spaces.

With regards to the infrastructure, replacement of the elevators and the retention of a mechanical/electrical consultant are proposed. The consultant will prepare recommendations for consideration of major replacement projects that will be required for the major heating, cooling and water systems. This work is projected for the years 2000 through 2003.

cc: A.C. Ross, Treasurer



The Corporation of the City of Hamilton

# 1998-2007 PROVISIONAL CAPITAL BUDGET PROGRAM

## Schedule "A"

### PROJECTS BY DEPARTMENT

(Thousands of Dollars)  
First Draft

PROJ NO. DEPT		PROJECT DESCRIPTION (3)	PROJECT		NET FINANCING (City's Cost)											NATURE OF DEBT		NOTES Comparision 1997-2006 (21)	RANK (22)	ACTION TAKEN BY C.M.T. (23)	Lise No. (24)		
			START	FINISH	GROSS COST	SUBSIDY	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	FUNDING (18)					Charged (19)	Operating COST (20)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
9.4	IS	CORPORATE NETWORK IMPROV. COMMUNICATIONS INFRASTRUCTURE	2002	2002	50															10 NEW			28
																				NEW			29
10.1	IS	CORPORATE NETWORK EXT. COMMUNICATIONS INFRASTRUCTURE	1998	1998	84		84													16 NEW			30
10.2	IS	CORPORATE NETWORK EXT. COMMUNICATIONS INFRASTRUCTURE	1999	1999	84			84												48 NEW			31
10.3	IS	CORPORATE NETWORK EXT. COMMUNICATIONS INFRASTRUCTURE	2000	2000	84				84											10 NEW			32
11.0	IS	CORPORATE NETWORK IMPROV. COMMUNICATIONS INFRASTRUCTURE	2007	2007	100												100						33
																				94			34
																				0			35
																				0			36
																				100			37
																							38
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																							53
																							54

## 1998-2007 PROVISIONAL CAPITAL BUDGET PROGRAM

## (Thousands of Dollars)

First Draft

- PAGE 3 -



The Corporation of the City of Hamilton  
**1998-2007 PROVISIONAL CAPITAL BUDGET PROGRAM**  
**Schedule "A"**

**PROJECTS BY DEPARTMENT**

(Thousands of Dollars)  
 First Draft

First Draft																								
PROJ NO.	DEPT	PROJECT DESCRIPTION	PROJECT		GROSS RECEIPTS		NET FINANCING (City's Cost)										NATURE		NOTES		ACTION TAKEN BY C.M.T. (23)	Line No. (24)		
			START	FINISH	COST	SUBSIDY	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	OP	DEFY	Annual	Operating Cost			Comparison 1997-2006 (21)	RANK (22)
(1)	(2)	(3)																						
33.1	C&R	FIELDHOUSE - MECHANICAL, ELECTRICAL & ROOFING	1998	2000	285		285													0			82	
33.2	C&R	FIELDHOUSE - MECHANICAL, ELECTRICAL & ROOFING	1998	2000	70			70												0			83	
33.3	C&R	FIELDHOUSE - MECHANICAL, ELECTRICAL & ROOFING	1998	2000	322				322											0			84	
34.0	C&R	DUNDURN CASTLE OPERATIONAL IMPROVEMENTS	1998	1998	325		325													2 NEW			85	
35.0	C&R	SIR WILFRID LAURIER	1998	1998	150		150													0 NEW			86	
36.0	C&R	MOUNTAIN ARENA CONDITIONAL ANALYSIS STUDY	1998	1998	125		125													0 NEW			87	
37.0	C&R	MILITARY MUSEUM & DUNDURN PAVILION RE-ROOFING	1998	1998	95		95													2000			88	
38.0	C&R	PEDESTRIAN BRIDGE - KING STREET	1998	1998	40		40													2001			89	
39.1	C&R	FACILITY EFFICIENCY MEASURES	1998	1998	150		150													0 NEW			90	
39.2	C&R	FACILITY EFFICIENCY MEASURES	1999	1999	150		150													0 NEW			91	
40.0	C&R	BIG SISTERS - 52 & 56 CHARLTON - RE-ROOFING	1998	1998	70		70													0 NEW			92	
41.0	C&R	EASTMOUNT COMMUNITY CENTRE RE-ROOFING	1998	1998	42		42													2000			93	
42.0	C&R	WEST AVENUE SCHOOL - RETROFIT HEATING SYSTEM	1998	2000	424		60	364												(3) 1999			94	
43.0	C&R	KING'S FOREST GOLF COURSE - DRIVING RANGE	1998	1998	300		300													(20) NEW			95	
44.0	C&R	WHITEHERN CONSERVATION OF HISTORIC WALL & BALCONY	1998	1998	160		160													0 2007 & AFTER			96	
45.0	C&R	GAGE PARK - SOIL TESTING & GEOTECHNICAL STUDY	1998	1998	60		60													0 NEW			97	
46.0	C&R	CUP COMMUNITY ENERGY SYSTEM - FEASIBILITY STUDY	1998	1998	150	75	75													0 NEW			98	
47.0	C&R	KENT WORTH FIRE STATION - RE-ROOFING	1998	1998	97		97													2001			99	
48.0	C&R	RAY STREET SOUTH FIRE STATION (NO. 11) - RE-ROOFING	1998	1998	42		42													0 NEW			100	
49.0	C&R	MELVIN AVENUE FIRESTATION (NO. 4) - RE-ROOFING	1998	1998	45		45													0 NEW			101	
50.0	C&R	BALFOUR ESTATE - BUILDING ENVELOPE RESTORATION	1998	1998	215		215													0			102	
51.1	C&R	OUTDOOR AND LANDSCAPING UPGRADES, CUL & REC FACILITIES	1998	1998	100		100													3			103	
51.2	C&R	OUTDOOR AND LANDSCAPING UPGRADES, CUL & REC FACILITIES	1999	1999	100			100												3			104	
51.3	C&R	OUTDOOR AND LANDSCAPING UPGRADES, CUL & REC FACILITIES	2000	2000	100				100											3			105	
51.4	C&R	OUTDOOR AND LANDSCAPING UPGRADES, CUL & REC FACILITIES	2001	2001	100					100										3 NEW			106	
51.5	C&R	OUTDOOR AND LANDSCAPING UPGRADES, CUL & REC FACILITIES	2002	2002	100						100									3 NEW			107	
52.0	C&R	HAMILTON TENNIS CLUB	1998	1998	30		30													0 NEW			108	

The Corporation of the City of Hamilton

Schedule "A"

1998-2007 PROVISIONAL CAPITAL BUDGET PROGRAM

PROJECTS BY DEPARTMENT

(Thousands of Dollars)

First Draft

PROJ NO.	DEPT	PROJECT DESCRIPTION	First Draft																	NOTES	ACTION TAKEN BY C.M.T.		
			PROJECT			GROSS RECEIPTS			NET FINANCING (City's Cost)							NATURE			Assesl			Comparison 1997-2006	
			START	FINISH	COST	STURDIFY	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	RANKING	Change					COST
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)
53.0	C&R	CUP - REPAIRS TO MAIN HEATING BOILERS	- F/A					100											0 NEW				109
54.0	C&R	TOURISM SIGNAGE					29		29										16 NEW				110
55.0	C&R	EMERGENCY LIGHTING/ALARM SYSTEM / P.A. SYSTEM						100		100									(15) NEW				111
56.1	C&R	CITY HALL - MULTI YEAR RETROFIT	- F/A					4,644		4,644									NEW				112
56.2	C&R	CITY HALL - MULTI YEAR RETROFIT	"					5,750		5,750									NEW				113
56.3	C&R	CITY HALL - MULTI YEAR RETROFIT	"					3,550		3,550													114
56.4	C&R	CITY HALL - MULTI YEAR RETROFIT	"					2,550				2,550											115
56.5	C&R	CITY HALL - MULTI YEAR RETROFIT	"					4,050				4,050											116
56.6	C&R	CITY HALL - MULTI YEAR RETROFIT	"					50				50											117
56.7	C&R	CITY HALL - MULTI YEAR RETROFIT	"					50				50											118
56.8	C&R	CITY HALL - MULTI YEAR RETROFIT	"					50				50											119
56.9	C&R	CITY HALL - MULTI YEAR RETROFIT	"					50				50											120
57.0	C&R	DALEWOOD RECREATION CENTRE - RETROFIT						2,100		2,100									53 2000-2001				121
58.0	C&R	RYERSON RECREATION CENTRE - RE-ROOFING						116		116									0 NEW				122
59.0	C&R	WALKER POOL - OUTDOOR POOLS REHABILITATION						1,010		1,010									19				123
60.0	C&R	CORONATION ARENA UPGRADES & POOL RENOVATIONS						2,300		2,300									22 2002-04				124
61.0	C&R	CONVENTION CENTRE - AIR HANDLING UNIT RETROFIT						95		95									0				125
62.0	C&R	RESTORATION OF ARCHITECTURAL FEATURES, HISTORICAL SITES						200		200									0 NEW				126
63.0	C&R	MOUNTAIN ARENA - CONSTRUCTION						5,650		5,650									55 2000				127
64.0	C&R	DUNDURN CASTLE HISTORIC LANDSCAPE RESTORATION - PES. STUDY					25		25										0 NEW				128
65.0	C&R	107 GRAHAM STREET - RE-ROOFING	- F/A				5		5										0				129
66.0	C&R	CHILDREN'S MUSEUM - FEASIBILITY STUDY						150		150									0 NEW				130
67.0	C&R	PROPERTY & MAINTENANCE WORKSHOP - REPAIRS & MAINTENANCE	- F/A				36		36										0				131
68.1	C&R	PUBLIC ART PROGRAMME						120		120									15 1998-2000				132
68.2	C&R	PUBLIC ART PROGRAMME						120		120									15 1998-2000				133
69.0	C&R	KING'S FOREST GOLF COURSE - RECONSTRUCTION & UPGRAIDING					1,315		200	615	500								0 NEW				134
70.0	C&R	REPLACEMENT OF ORNAMENTAL (GLOBE) LIGHTING	- F/A					100		100									(3) NEW				135

The Corporation of the City of Hamilton

# 1998-2007 PROVISIONAL CAPITAL BUDGET PROGRAM

## Schedule "A"

### PROJECTS BY DEPARTMENT

(Thousands of Dollars)

First Draft

PROJ NO.	DEPT	PROJECT DESCRIPTION	NET FINANCING (City's Cost)										NATURE			NOTES		RANK (22)	ACTION TAKEN BY C.M.T. (23)	Line No. (24)
			PROJECT START FINISH	GROSS RECEIPTS	1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	OP	DEBT	Operating			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)
71.0	C&R	HILL PARK RECREATION CENTRE - RENOVATIONS/EXPANSION	1999	1999	2,350															45
72.0	C&R	RIVERDALE RECREATION AND SENIOR CENTRE	1999	2000	4,250															306 2007 & AFTER
73.0	C&R	SOUTH MOUNT LIBRARY/RECREATION CENTRE/POLICE STN PHASE I	1999	2000	4,550	740														310 2005-2006
74.0	C&R	CUP - BUILDING AUTOMATION SYSTEM UPGRADE - F/A	2000	2001	2,370	120														(10) 1998-2000
75.1	C&R	COPPS COLISEUM - STEAM TO HOT WATER CONVERSION - F/A	2000	2000	135															(5)
75.2	C&R	COPPS COLISEUM - STEAM TO HOT WATER CONVERSION - F/A	2005	2005	25															(5)
75.3	C&R	COPPS COLISEUM - STEAM TO HOT WATER CONVERSION - F/A	2006	2006	1,500															(5)
76.0	C&R	CITY HALL - REPLACEMENT OF ROOF PHASE III - F/A	2000	2000	200															0
77.0	C&R	FOOTBALL HALL OF FAME - MECHANICAL/ELECTRICAL RETROFIT - F/A	2000	2000	251															(1)
78.0	C&R	REPLACEMENT OF MARKET REFRIGERATION UNITS - F/A	2000	2000	390															0 NEW
79.0	C&R	EASTWOOD ARENA UPGRADES - CAPITAL CONSERVATION	2000	2000	1,375															0 2002
80.0	C&R	WESTMOUNT REC. CENTRE - MAJOR MAINTENANCE/UPGRADE	2000	2001	1,730															47 2004-05
81.0	C&R	CHEDOK SKI HILL - UPGRADES & REPLACEMENTS	2000	2001	434															(15)
82.0	C&R	INCH PARK - OUTDOOR POOLS REHABILITATION	1999	2000	720															29 2000
83.0	C&R	CHILDREN'S MUSEUM - RE-DEVELOPMENT - PHASE I	2000	2001	5,150	400														128 2007 & AFTER
84.0	C&R	ROSEDALE ARENA - RENOVATION & EXPANSION	2000	2000	2,560															23 2003
85.0	C&R	125 BARTON STREET - REPLACE EXTERIOR WINDOWS - F/A	2000	2000	150															(5) NEW
86.0	C&R	CHEDOK TWIN PAD ARENA - INCREMENTAL EXPANSION & IMPROVEMENT	2000	2000	725															33 NEW
87.0	C&R	PARKDALE - OUTDOOR POOLS REHABILITATION	2000	2001	755															29 2001
88.0	C&R	DUNDURN CASTLE HISTORIC LANDSCAPE RESTORATION	2000	2002	1,600	800														10 2007 & AFTER
89.0	C&R	663 RYMAL ROAD EAST - RE-ROOFING - F/A	2000	2000	9															14 2000
90.0	C&R	LAWFIELD ARENA RENOVATIONS - FEASIBILITY STUDY/CONSTRUCTION	2001	2002	3,350															NEW
91.0	C&R	TRIPLE PAD ARENA FEASIBILITY STUDY	2001	2001	200															0 2007 & AFTER
92.0	C&R	CHEDOK - RELOCATE MARTIN GOLF COURSE WORKSHOP	2001	2001	712															0 NEW
93.0	C&R	FIRE STATION NO. 3 - RE-ROOFING - F/A	2001	2001	60															(1)
94.0	C&R	KENILWORTH COMPOSITE BUILDING - MECHANICAL/ELEC. RETROFIT - F/A	2001	2001	193															0 NEW
95.0	C&R	IVOR WYNNE STADIUM - REPLACEMENT OF ASTROTURF	2001	2001	2,000															2,000



The Corporation of the City of Hamilton

Schedule "A"

1998-2007 PROVISIONAL CAPITAL BUDGET PROGRAM

PROJECTS BY DEPARTMENT  
(Thousands of Dollars)  
First Draft

PROJ NO.		DEPT	PROJECT DESCRIPTION	First Draft																	NATURE OF FUNDING	ACTION TAKEN BY C.M.T.		
				PROJECT		GROSS RECEIPTS		NET FINANCING (City's Cost)							Comparison		RANK (22)							
				START (4)	FINISH (5)	COST (6)	SUBSIDY (7)	1998 (8)	1999 (9)	2000 (10)	2001 (11)	2002 (12)	2003 (13)	2004 (14)	2005 (15)	2006 (16)			2007 (17)	DEBT Change (18)		Operating Cost (19)	1997-2006 (20)	(21)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)		
96.0	C&R	STEAM MUSEUM 1913 BUILDING RESTORATION - STUDY	2001	2001	70					70									0	NEW		163		
97.0	C&R	1150 LEASIDE - RE-ROOFING - FIA	2001	2001	5				5										0			164		
98.0	C&R	2656 KING STREET EAST - RE-ROOFING - FIA	2001	2001	5				5										0			165		
99.0	C&R	FOOTBALL HALL OF FAME - RE-ROOFING - FIA	2001	2001	110				110										0			166		
100.0	C&R	ARTIFACT STORAGE/ CONSERVATION LAB FACILITY	2001	2002	2,150	600				1,550									127	2007 & AFTER		167		
101.0	C&R	SIR WINSTON CHURCHILL - MAJOR MAINTENANCE/FACILITY UPGRADE	2002	2002	1,860						1,860								49	2007 & AFTER		168		
102.0	C&R	STEAM MUSEUM 1913 BUILDING RESTORATIONS	2002	2003	1,500						1,500								10	2007 & AFTER		169		
103.0	C&R	TRIPLE PAD ARENA - NEW CONSTRUCTION	2002	2002	9,750						9,750								162	NEW		170		
104.0	C&R	SCOTT PARK ARENA RENOVATIONS	2002	2002	1,600						1,600								1	NEW		171		
105.0	C&R	MACNAB STREET TUNNEL - CONCRETE REPAIRS - FIA	2002	2002	70						70								0	NEW		172		
106.0	C&R	JIMMY THOMPSON POOL RENOVATIONS	2003	2003	545							545							30	NEW		173		
107.0	C&R	SIR ALLAN MACNAB RETROFIT	2003	2003	490							490							49	NEW		174		
108.0	C&R	SOUTH MOUNTAIN LIBRARY/REC. CENTRE/POLICE STN. PHASE II	2003	2004	10,400	5,100						4,900							773	2003-06		175		
109.0	C&R	TRAFFIC OPERATIONS CENTRE - REROOFING - FIA	2004	2004	500								500						(3)			176		
110.0	C&R	RYERSON RENOVATIONS - FACILITY UPGRADE	2004	2004	1,850								1,850						47	NEW		177		
111.0	C&R	SIR WILFRID LAURIER RETROFIT	2004	2004	1,805								1,805						49	NEW		178		
112.0	C&R	HUNTINGTON PARK	2004	2004	475								475						14	NEW		179		
113.0	C&R	WHITEHERN STABLE REHABILITATION	2004	2004	645	150							495						0	2007 & AFTER		180		
114.0	C&R	NORMAN PINKY LEWIS CENTRE RENOVATIONS	2005	2005	540									540					28	2002		181		
115.0	C&R	MOUNTAIN Y.M.C.A.	2005	2006	8,000	6,800								1,200					0	2007 & AFTER		182		
116.0	C&R	CHILDREN'S MUSEUM EXPANSION - PHASE II	2006	2006	4,500										4,500				30	NEW		183		
117.0	C&R	IVOR WYNNE STADIUM - REPLACE AND UPGRADE SEATING	2006	2006	1,670										1,670				0	2007 & AFTER		184		
118.0	C&R	IVOR WYNNE STADIUM - WEST END ZONE EXPANSION	2007	2007	5,475										5,475				0	2007 & AFTER		185		
119.0	C&R	FIRE STATION NO. 4 (BARTON & WENTWORTH) - RE-ROOFING - FIA	2007	2007	65										65				0	2007 & AFTER		186		
120.0	C&R	FIRE STATION NO. 3 (MOHAWK & GARTH) - ELEC./MEC. RETROFIT - FIA	2007	2007	250										250				(3)	NEW		187		
Sub-total Culture & Recreation						149,579	15,810	12,993	29,915	24,541	14,735	18,930	10,785	5,575	2,115	8,020	6,140		0	2,409		188		
(Net City Costs)						76,396	3,292	3,216	3,694	5,715	9,826	8,158	7,786	6,754	17,525	10,430		0				189		
1997-2006 Capital Budget																								



7. (e.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 10 February, 1998

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Capital Budget – Corporate Financial & Human Resource System Replacement

**RECOMMENDATION:**

- (a) That the attached capital Project from the Treasury Department be considered for inclusion in the 10 year 1998-2007 Provisional Capital Budget Program; and
- (b) That this capital project be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council.

*Allan C. Ross*

**BACKGROUND:**

In August 1997 City Council approved staff to commence a process of evaluating alternatives for replacing the existing financial and human resource systems for the City. The prime purpose of this project is that the current systems, purchased in 1997, are not compliant with the upcoming year 2000.

City and Regional Council also approved that this project be jointly undertaken by the City and Region.

City Council has previously approved a Human Resource system (\$0.5 million) and a Tax system (\$0.446 million) in 1994 and 1995 respectively.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Preliminary estimate for license fees for all systems (including HR and Tax) are \$2.5 million for both the City and Region. Implementation costs, including staffing consulting and hardware costs are estimated at \$3.0 million. The Region's share of this is \$2.5 million leaving the City cost at \$3.0 million. This is based on a 50% sharing of all modules except the Tax System which is 100% City cost.

Previously approved funding for HR and Tax total \$ 0.75 million leaving a balance of \$2.250 million to be considered in the 1998-2007 Provisional Capital Budget.

**Cc:** J. Hindson, Director of Information Systems  
J. Johnson, Commissioner of Human Resources

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: TREASURY

2. PROJECT SUMMARY:

(a) Name (max. of 45 characters) Corporate Financial Information System  
(b) Type of Project Financial Software Purchase  
(c) Location City Hall  
(d) Scope/Description of Work Purchase of software licence and installation costs. Software licence and installation costs include cost of a HR & Tax System. These 2 systems were previously approved and already have funding in place.

(e) Remarks \_\_\_\_\_

3. REFERENCE TO RELATED PROJECTS:

(a) Submitting Department \_\_\_\_\_  
(b) Project Name \_\_\_\_\_  
(c) Start Year \_\_\_\_\_  
(d) Net City Cost \$ \_\_\_\_\_

4. DEPARTMENT PRIORITY ORDER:

# 1 of 1

5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a) STRATEGIC DIRECTION	Yes
(Image of the City, Quality of Life, Transportation)	-
(b) HEALTH/SAFETY/ENVIRONMENT	-
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT	-
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period)	-
(e) ECONOMIC DEVELOPMENT	-
(f) MAINTAIN EXISTING SERVICE	Yes
(Roads, Buildings, Other basic infrastructure)	Yes
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs)	Yes
(h) GROWTH RELATED PROJECT	

Describe Justification:

Current financial system is not compliant with year 2000. New system must be installed by year 2000.

6. FEASIBILITY STUDY:

(a) START DATE (YEAR)	1997
(b) COMPLETION DATE (YEAR)	1999
(c) GROSS COST (included with project cost)	\$ _____

7. PROJECT:

(a) START DATE (YEAR)	1998
(b) COMPLETION DATE (YEAR)	1999
(c) GROSS COST (Start Year Dollars)	\$ 5,500,000
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy)	\$ _____
(e) LESS OTHER RECEIPTS (Specify) <u>Region share</u>	\$ 2,500,000
<u>Tax &amp; F previously approved</u>	\$ 750,000
(f) NET CITY'S COST	\$ 2,250,000

Note: all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 750,000	- 2003	\$ _____
- 1999	\$ 1,500,000	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$ _____
Building Operations & Maintenance	\$ _____
Other (specify) _____	\$ _____
GROSS COST (All Inclusive)	\$ _____
(b) LESS RECOVERY/REVENUE (specify) _____	\$ _____
(c) NET CITY'S COST	\$ <u>Nil</u>

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name	<u>Cecil Mascarenhas</u>
(b) Basis of assumptions	<u>Tender price</u>

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No X Yes \_\_\_\_; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	_____
(b) AT CITY'S COST OF	\$ _____
(c) SCHEDULED TO START IN THE YEAR	_____

Allan C. Lora  
Signature of Department Head/  
Local Board Manager

Jan. 20/98  
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING:	_____
(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:	
Yes ____ No ____	
(c) IF DEBENTURE FINANCING:	
(i) ANNUAL DEBENTURE FINANCING COST:	\$ _____
(ii) TOTAL CARRYING COST OF RETIRING DEBT:	\$ _____

Note: all amounts rounded to the nearest thousand dollars





7. (P.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 February 11

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mark Mascarenhas  
General Manager

**SUBJECT:** 1998-2007 Provisional Capital Budget Program  
Municipal Non-Profit (Hamilton) Housing Corporation  
and the Hamilton Housing Company

**RECOMMENDATION:**

- (a) That the attached capital projects from the Municipal Non-Profit (Hamilton) Housing Corporation and Hamilton Housing Company Limited be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget Program; and,
- (b) That these capital projects be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

The projects identified in the report will be reviewed by the Corporate Management Team for appropriate recommendations to be made to the Committee of the Whole and City Council, in accordance with the Capital Budget process.

The three projects were reviewed and recommended for consideration by the Board of the Municipal Non-Profit (Hamilton) Housing Corporation and The Hamilton Housing Company Limited at its meeting held January 19, 1998.

MM/jp

Attachments

**1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM**

**PROJECT NUMBER**  
**(Treasury to complete)**

1. **DEPARTMENT/LOCAL BOARD:** Municipal Non-Profit (Hamilton) Housing Corporation /Hamilton Housing Company Limited

2. **PROJECT SUMMARY:**

- (a) Name (max. of 45 characters) CityPlaces Hamilton - Downtown  
 (b) Type of Project Capital Contribution towards construction of downtown housing project.  
 (c) Location King William St. and Walnut St.  
 (d) Scope/Description of Work Pursuant to its mandate of Community Improvement and Renewal under the Planning Act and cognizant

of the need to revitalize the downtown core, the City of Hamilton's capital contribution to this downtown innovative housing development will enable its construction. The balance of capital funds required will be obtained by mortgage financing supported by rental income from the development.

(e) Remarks During 1997, land was purchased, a building demolished, environmental clean-up completed, and a development agreement approved. Constuction will start spring 1998, with the 1998 contribution.

3. **REFERENCE TO RELATED PROJECTS:**

- (a) Submitting Department \_\_\_\_\_  
 (b) Project Name \_\_\_\_\_  
 (c) Start Year \_\_\_\_\_  
 (d) Net City Cost \$ 0

4. **DEPARTMENT PRIORITY ORDER:** # 1 of 3

5. **PROJECT JUSTIFICATION ("Yes" or "No"):**

- (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation) Yes  
 (b) HEALTH/SAFETY/ENVIRONMENT Yes  
 (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT \_\_\_\_\_  
 (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) Yes  
 (e) ECONOMIC DEVELOPMENT Yes  
 (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure) \_\_\_\_\_  
 (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) \_\_\_\_\_  
 (h) GROWTH RELATED PROJECT \_\_\_\_\_

**Describe Justification:**

The development will increase the number of residents in the downtown core, improve the downtown, create construction jobs, provide needed housing, better utilize existing infrastructure through intensification, generate new tax revenue, and convert dormant land use.

6. **FEASIBILITY STUDY:**

- (a) START DATE (YEAR) NIL  
 (b) COMPLETION DATE (YEAR) \_\_\_\_\_  
 (c) GROSS COST \$ 0

7. **PROJECT:**

- (a) START DATE (YEAR) JAN/1998  
 (b) COMPLETION DATE (YEAR) DEC/1998  
 (c) GROSS COST (Start Year Dollars) \$ 1,500,000  
 (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ 0  
 (e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_  
 (f) NET CITY'S COST \$ 1,500,000

**Note:** all amounts rounded to the nearest thousand dollars

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 1,500,000	- 2003	\$ _____
- 1999	\$ _____	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing \$ 0  
Building Operations & Maintenance \$ 0  
Other (specify) \_\_\_\_\_ \$ 0  
GROSS COST (All Inclusive) \$ 0  
(b) LESS RECOVERY/REVENUE (specify) \_\_\_\_\_ \$ 0  
(c) NET CITY'S COST \$ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Mark Mascarenhas  
(b) Basis of assumptions Capital Cost estimate plus architect's estimate of construction cost.

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No ☐ Yes ☒; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) 1.0  
(b) AT CITY'S COST OF \$ 700,000  
(c) SCHEDULED TO START IN THE YEAR 1997

  
Signature of Department Head/  
Local Board Manager

MOU 24/97  
Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes ☐ No ☐

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

Note: all amounts rounded to the nearest thousand dollars



1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORMPROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Hamilton Housing Company Limited
2. PROJECT SUMMARY:
- (a) Name (max. of 45 characters) Macassa Regeneration
- (b) Type of Project New Seniors housing of 40 units to replace existing.
- (c) Location 727 Upper Sherman Avenue
- (d) Scope/Description of Work Demolition of the existing 16 unit two storey building and construction of a new 40 unit elevatored building for seniors.
- (e) Remarks Approval of this Capital budget for 1998 will reduce significantly the request for capital monies for upgrade.
3. REFERENCE TO RELATED PROJECTS:
- (a) Submitting Department \_\_\_\_\_
- (b) Project Name \_\_\_\_\_
- (c) Start Year \_\_\_\_\_
- (d) Net City Cost \$ \_\_\_\_\_
4. DEPARTMENT PRIORITY ORDER: # 2 of 3
5. PROJECT JUSTIFICATION ("Yes" or "No"):
- (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation) Yes
- (b) HEALTH/SAFETY/ENVIRONMENT Yes
- (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT \_\_\_\_\_
- (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) Yes
- (e) ECONOMIC DEVELOPMENT Yes
- (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure) \_\_\_\_\_
- (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) Yes
- (h) GROWTH RELATED PROJECT \_\_\_\_\_

## Describe Justification:

The existing building of 16 units requires approximately \$500,000 of upgrade to meet fire, building, health and safety codes, and comfort needs of seniors. The building is 42 years old. It is more cost effective to add the \$500,000 to the construction cost of a new building where some of the funding can be financed by a mortgage supported by rental income.

6. FEASIBILITY STUDY:
- (a) START DATE (YEAR) \_\_\_\_\_
- (b) COMPLETION DATE (YEAR) \_\_\_\_\_
- (c) GROSS COST \$ \_\_\_\_\_
7. PROJECT:
- (a) START DATE (YEAR) 1998
- (b) COMPLETION DATE (YEAR) 1998
- (c) GROSS COST (Start Year Dollars) \$ 1,100,000
- (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \_\_\_\_\_
- (e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_ \$ \_\_\_\_\_
- (f) NET CITY'S COST \$ 1,100,000

Note: all amounts rounded to the nearest thousand dollars



1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORMPROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

## 8. NET EXPENDITURE BY YEAR:

- 1998	\$ 1,100,000	- 2003	\$ _____
- 1999	\$ _____	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

## 9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing \$ \_\_\_\_\_  
 Building Operations & Maintenance \$ \_\_\_\_\_  
 Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
 GROSS COST (All Inclusive) \$ \_\_\_\_\_

(b) LESS RECOVERY/REVENUE (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_

(c) NET CITY'S COST \$ 0 \_\_\_\_\_

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

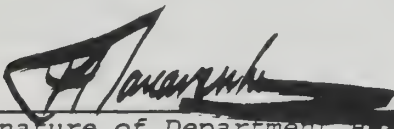
## 10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Mark Mascarenhas  
 (b) Basis of assumptions Capital cost estimates and construction estimates for upgrade rather than new development.

## 11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No X Yes   ; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) \_\_\_\_\_  
 (b) AT CITY'S COST OF \$ \_\_\_\_\_  
 (c) SCHEDULED TO START IN THE YEAR \_\_\_\_\_

  
 Signature of Department Head/  
 Local Board Manager

Nov 24/97  
 Date

## 12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_  
 (b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:  
 Yes ^C No ^C  
 (c) IF DEBENTURE FINANCING:  
 (i) ANNUAL DEBENTURE FINANCING COST: \$ ^C  
 (ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ ^C

Note: all amounts rounded to the nearest thousand dollars

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORMPROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

1. DEPARTMENT/LOCAL BOARD: Hamilton Housing Company Limited
2. PROJECT SUMMARY:
- (a) Name (max. of 45 characters) Upgrade of Ada Pritchard Apartments
- (b) Type of Project On-going upgrade of seniors units to bring the accomodation to current standards
- (c) Location 68,70,78 Macassa Avenue
- (d) Scope/Description of Work Replace the heating system, modernize the electrical system and other stuctural improvements and upgrades as necessary.
- (e) Remarks \_\_\_\_\_
3. REFERENCE TO RELATED PROJECTS:
- (a) Submitting Department NIL
- (b) Project Name \_\_\_\_\_
- (c) Start Year \_\_\_\_\_
- (d) Net City Cost \$ 0
4. DEPARTMENT PRIORITY ORDER: # 3 of 3
5. PROJECT JUSTIFICATION ("Yes" or "No"):
- (a) STRATEGIC DIRECTION (Image of the City, Quality of Life, Transportation) Yes
- (b) HEALTH/SAFETY/ENVIRONMENT Yes
- (c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT Yes
- (d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) Yes
- (e) ECONOMIC DEVELOPMENT Yes
- (f) MAINTAIN EXISTING SERVICE (Roads, Buildings, Other basic infrastructure) Yes
- (g) REDUCE ONGOING COST (Staffing and/or Operating Costs) Yes
- (h) GROWTH RELATED PROJECT Yes

## Describe Justification:

Through ownership of the Hamilton Housing Company, which owns and operates Ada Pritchard and Macassa Park Apartments for seniors, and pursuant to contractual agreements between the City, the Housing Company, and CMHC, the maintenance of this service and the buildings is a City responsibility. Based on the condition survey, it is anticipated that major renovations and replacements will be necessary within the next ten years.

6. FEASIBILITY STUDY:
- (a) START DATE (YEAR) NIL
- (b) COMPLETION DATE (YEAR) \_\_\_\_\_
- (c) GROSS COST \$ 0
7. PROJECT:
- (a) START DATE (YEAR) JAN/1998
- (b) COMPLETION DATE (YEAR) DEC/1998
- (c) GROSS COST (Start Year Dollars) \$ 1,399,000
- (d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \_\_\_\_\_ \$ 0
- (e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_ \$ 0
- (f) NET CITY'S COST \$ 1,399,000

Note: all amounts rounded to the nearest thousand dollars

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORMPROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

## 8. NET EXPENDITURE BY YEAR:

- 1998	\$ 1,399,000	- 2003	\$ 0
- 1999	\$ 0	- 2004	\$ 0
- 2000	\$ 0	- 2005	\$ 0
- 2001	\$ 0	- 2006	\$ 0
- 2002	\$ 0	- 2007	\$ 0

## 9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing \$ 0  
 Building Operations & Maintenance \$ 0  
 Other (specify) \_\_\_\_\_ \$ 0  
 GROSS COST (All Inclusive) \$ 0

(b) LESS RECOVERY/REVENUE (specify) \_\_\_\_\_ \$ 0

(c) NET CITY'S COST \$ 0

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.


## 10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Mark Mascarenhas  
 (b) Basis of assumptions Condition and cost survey prepared by Bruce Rankin Architects Ltd.

## 11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No ☐ Yes ☒; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) 4.0  
 (b) AT CITY'S COST OF \$ 1,399,000  
 (c) SCHEDULED TO START IN THE YEAR 2001

  
 Signature of Department Head/  
 Local Board Manager

Nov 24 1997  
 Date

## 12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_  
 (b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:  
 Yes ☐ No ☐  
 (c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_  
 (ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

Note: all amounts rounded to the nearest thousand dollars





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

8.

**DATE:** 1998 February 11

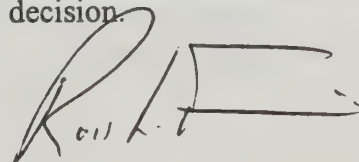
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** R.L. Fair  
Director, Culture & Recreation Department

**SUBJECT:** Community Energy System - Update and Opportunities in  
Hamilton Study

**RECOMMENDATION:**

- (a) That the Community Energy Opportunities in Hamilton Study (Executive Summary) attached hereto as Schedule A, prepared by the Energy Technology Centre, Natural Resources Canada be accepted; and,
- (b) That the concept of a Community Energy System for Downtown Hamilton be pursued by the City/Region and Natural Resources Canada, on a cost shared basis subject to inclusion in the 1998 Capital Budget, by proceeding with the development process including the completion of various investigations that amongst other things will, confirm the heating loads of potential users of energy, confirm the economics of the cooling component, identify the various options for partners as far as capital investment and energy sources, complete a market survey of potential users, detail the options available for the ownership and operation of the project, map out the various options for implementation, investigate and detail the various legal implications and necessary contractual arrangements for the supply of heating and cooling; and,
- (c) That a joint City/Region - Staff Technical Advisory Group and Political Steering Committee be established as a Community Energy Group to further develop the project. The staff group will among other tasks, appoint a project leader, coordinate the completion of a detailed feasibility study including full economic assessment and development options, conduct an initial marketing campaign, investigate the interest from outside parties and broaden the scope of the study to include a cooling component of the Community Energy System. Work done by the Staff Group will be directed through the Steering Committee to the City Finance & Administration Committee and Regional Environmental Services Committee; and,
- (d) That the Regional Municipality of Hamilton Wentworth and the Energy Technology Group, Natural Resources Canada be informed of this decision.



## **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

A total amount of \$75,000 has been included in the 1998 Capital Budget Program submissions from the Culture & Recreation Department to proceed with the development process.

It is anticipated that the development process will cost approximately \$150,000 which will be cost shared between the City (\$37,500), the Region (\$37,500) and Natural Resources Canada (\$75,000) with the intent that these funds are recovered through what constitutes "system development charges" in the event the project proceeds.

A similar report has been considered by the Region Environmental Services Committee.

The next phase of the project will see the Federal Government, Natural Resources Canada continue to act as Project Managers with City and Regional staff providing specific information related to the various investigations of the development process.

## **BACKGROUND:**

Pursuant to item 6 of the TWENTY-FIRST Report of the Finance & Administration Committee approved by City Council on 1997 October 14, the City of Hamilton contributed \$6,500 towards the \$25,000 cost of a Community Energy System Preliminary Feasibility Study conducted by Natural Resources Canada, which has contributed \$12,500 to the Study and with the Region of Hamilton-Wentworth contributing \$6,500. A copy of the Executive Summary has been attached to this report.

## **DISCUSSION:**

A Community Energy System utilizes thermal energy, typically hot water, steam or chilled water that is distributed through a network of piping systems to multiple customers to satisfy their space heating and air conditioning requirements. The City of Hamilton currently owns and operates a small District Energy System (Central Utilities Plant) that supplies heating and cooling water for several City facilities in the Downtown Core.

According to the preliminary feasibility study completed by Natural Resources Canada an opportunity exists within the City of Hamilton to expand on the concept of a Community Energy System with the potential of utilizing waste energy from the local steel industries as an energy source. The environmental benefits from such a system could be rather significant as well as any economic impact to business' in the Downtown Core.

Staff will continue to evaluate the merits of this project relative to the achievement of three goals:

- reduced CO2 emissions
- reduced energy costs related to the Central Utilities Plant
- reduce business overhead in the downtown

## **Community Energy Opportunities Study**

The study prepared by CANMET (Executive Summary attached) focuses on the portion of the core bounded by Barton St. (north), Ray St. (west), Charlton Ave. (south) and Victoria Ave. (east). This is the area having the greatest potential for the establishment of a community energy system.

The study contains estimates for the cost of establishing a system compared to the potential price of energy, examines market penetration and assesses the shift from the current systems to a new energy system. These are detailed through:

- description of building types and suitability for conversion to a community energy system;
- estimation of waste heat requirements;
- integration of existing heating plants into the network; and,
- review of the environmental and economic benefits to the community.

To evaluate the potential for a Community Energy System, three options were identified:

- 1 construction of a cogeneration plant (a facility which generates electricity and conveys the waste heat from this process to the community energy system) near the downtown, providing 40% of system capacity, augmented by gas boilers;
- 2 construction of a transmission pipeline from an energy source (such as Stelco/Dofasco) to downtown supplying 40% system capacity. This system would also be augmented by a downtown gas fired heating plant; and,
- 3 construction of a transmission line as in 2 above with 100% capacity and back-up provided by the energy source (Stelco/Dofasco) or the Region/City.

System 1 differs from 2 & 3 in that it involves the construction of a separate cogeneration plant while the others rely on waste heat from an industrial source(s). Systems 2 & 3 utilize a transmission line but have different percentages of energy supplied by the source and different back-up systems. The findings of the study indicate that all of these options could be feasible and economical depending on the price charged for heat supplied to downtown.



Based on these three alternatives, estimates were made with respect to capital and annual costs for each system, as well as a selling price for the energy. These figures appear on Table 1 of the study and are summarized as follows:

Option	Capital Costs (\$Million)	Unit Energy Cost (\$/MWh)
1 Cogeneration	34.3	32 - 41
2 Industrial Source 40% Capacity	38.9	32 - 34
3 Industrial Source 100% Capacity	32.2	24 - 26

It is suggested that the cost of the cogeneration plant and the industrial heat recovery systems would be borne by proponents wishing to participate in this Community Energy System and, therefore, this cost has not been included in the respective options. The report estimates that the cost of heating city buildings in Ontario, including all cost factors range from \$33 to \$45/MWh. Based on these cost and price estimates and the authors' experience from other similar projects it is reasonable to suggest that a Community Energy System in Hamilton could be cost effective.

In addition to an analysis of costs, the study also investigated environmental benefits from these systems. Specifically, emissions of Carbon Dioxide, Oxides of Nitrogen and Sulphur Dioxide were considered. If options 2 or 3 are selected, potential reductions could range from:

- approximately 36,400 tonnes/year to 44,700 tonnes/year (or 82.7% to 98% reduction from existing heating emissions in downtown Hamilton) for carbon dioxide emissions,
- 50.6 to 57.9 tonnes/year (or 85.7% to 98% reduction) for oxides of nitrogen,
- 30.8 tonnes/year (or 95.6%) for sulphur dioxide.

The smaller reductions are related to Option 2 - 40% industrial source while the more significant reductions apply to Option 3 - the 100% industrial source. The comparison of the various options indicates that a project based on energy coming from industrial sources would have the greatest impacts on reducing carbon dioxide emissions.

A further benefit could be water quality improvements to Hamilton Harbour through the redirection of waste thermal energy to community space heating and away from the harbour.



## CONCLUSION

As a result of projected emission reductions, possible employment opportunities related to construction and capital projects and other benefits, this energy system project could help the City of Hamilton with its redevelopment of the Downtown Core and the Regional Municipality of Hamilton-Wentworth in its attempts to clean the environment and move towards a sustainable future. In order to meet these objectives the study contains a series of recommendations to:

- pursue a community energy project with the City/Region retaining a controlling interest, unless better options emerge; and,
- establish a joint City/Region - Community Energy Group to oversee the development and implementation of this project.

Subsequent City/Region staff discussions on this recommendation have resulted in a suggestion that this new group should consist of a staff technical advisory group and a political steering committee, with the following responsibilities and procedures:

- the staff group should select a project leader and follow an implementation process which should include a detailed feasibility study, an initial marketing campaign, a detailed economic assessment, a search for expressions of interest from other parties who may be wish to participate in the project and an investigation into the practicality of incorporating a cooling component into the system. The results of this work would be directed through the steering committee to the Finance & Administration and Environmental Services Committees at the City and Region, respectively. Joint reporting by staff to these committees will keep both City and Regional Council informed and involved in the progress of this project.

In addition, it is suggested that the City/Region and the Community Energy Technology Group from Natural Resources Canada continue the development of this project on a shared basis. The City's share for additional studies is estimated at about \$75,000, which has been included in the proposed 1998 - 2007 Capital Budget Program.

RLF/rd

Attach.

cc. P. Noé Johnson, City Solicitor  
A. Ross, City Treasurer  
R. Desnoyers, Building Operations & Maintenance

## SUMMARY

The City of Hamilton, like many other Canadian municipalities, has already taken many concrete steps to improve the local environment and to revitalize the local economy. The Regional Municipality of Hamilton-Wentworth, also committed to further environmental, efficiency and economic development measures, is a member of the Federation of Canadian Municipalities 20% Club; a group comprising like-minded communities committed to reduce Green House Gas emissions by 20% by the year 2010. Community Energy Systems (CES) technology is seen as a major contributor to all of these objectives.

Community Energy Systems feature a network for thermal energy, typically hot water district heating pipes, which allow energy to be bought and sold within the community thus turning waste into a resource. Furthermore, the thermal network allows consumers to aggregate their common thermal demand so that they can gain access to new sources of energy or to achieve economies of scale to utilize resources, such as cogeneration or waste material combustion, that they could not individually take advantage of.

Modern forms of CES technology are already well established in northern Europe and are being increasingly used in Canada.

This study is seen as a first step in examining the potential for Community Energy Systems technology to provide cost effective increases in energy efficiency, environmental quality and the economic well-being of the City of Hamilton. These increases will exceed those possible through increased efficiency or other changes at the level of the individual user. The study examines Hamilton as a system rather than as a collection of individual users.

Given the widespread use of natural gas in the region and the potential of adopting more efficient combustion technology at the individual user level, the only system approaches that have potential for offering economic opportunities are:

- the use of waste heat from area industries or municipal facilities;
- the use of waste renewable energy including landfill gas or solid waste;
- the option of combined heat and power production (CHP) as a means of making more effective and efficient use of fossil fuels.

Ultimately, a major part of the City could be served by a CES network. However, this study focused on determining which parts of the City could be most cost-effectively served and connected to either industrial sources of waste heat or new cogeneration facilities. The City already has the potential to utilize surplus heat from the SWARU incinerator and industrial

waste heat from industries such as Stelco and Dofasco. Also, with changes contemplated in the provincial electrical system, it may be possible to have electricity generated locally so that the heat rejected can be used locally.

The study, therefore, attempted to identify the area within the City that could most economically contemplate the construction of a community energy. The key factors affecting feasibility include the density of energy use and the access to economical sources of energy, in particular, industrial waste energy. The main area of focus was determined to be the downtown core.

Based upon similar work performed by CANMET<sup>1</sup>, the costs associated with establishing a system and distributing energy throughout the network were estimated. The cost of establishing the network was compared to the potential sale price of energy to see if there were sufficient margin for the purchase of more economical or environmentally friendly sources of energy. The study examined variables in cost, market penetration and other factors that affect feasibility so that risk could be better appreciated. In addition the report discusses key areas that must be addressed for the City to move from the current energy systems to the new energy use patterns as described by the assessment. The discussion includes:

- the description and characterization of building types and suitability for community energy systems;
- the characterization of waste heat requirements;
- the integration of existing heating plants into the network;
- the environmental benefits to the community;
- the economic benefits to the community;

The downtown area, assessed within this study, is bounded by Barton and Charlton streets on the North and South and Victoria and Ray on the East and West. Within these limits, a minimum of 103 MW<sub>th</sub> of connected load appears to be available with an energy density sufficient to justify the distribution costs. The total energy delivered to these premises during the year would be 197 GWh<sub>th</sub>.

---

<sup>1</sup>  
*The Potential for District Energy in Metropolitan Toronto* (1995); and an internal CANMET study on the potential for district energy in downtown Ottawa, *A Community Energy System for Ottawa, A Summary Report* (1994)



As a basis for evaluating the Community Energy System, three options were evaluated, including:

1. The construction of a cogeneration or CHP (Combined Heat and Power) plant near the downtown so as to provide about 40% of the capacity with heat from the cogeneration plant with the balance coming from peaking gas boilers;
2. The construction of a transmission line connecting a large source of waste or low cost heat such as Stelco and/or Dofasco to the downtown. This transmission line could be sized to provide about 40% of the capacity and about 85% of the energy with the balance being supplied from a gas fired heating plant located near to the downtown;
3. The construction of a transmission line connecting a large source of waste or low cost heat such as Stelco and/or Dofasco to the downtown which could be sized to provide about 100% of the capacity and 100% of the energy. The back-up could be provided by the waste heat source or the City after negotiations on price and conditions.

As a base assumption, the study proposed that the City would take responsibility for the construction of a distribution system and for the establishment of contracts with area customers. For alternatives 2 and 3, the City would also construct a transmission line to accept industrial waste heat at the source industries' property. The City would then be able to negotiate for the competitive supply of heat into the network in accordance with the City's priorities. These might include:

- long-term stable and competitive prices for energy;
- maximizing local economic benefits;
- maximizing local environmental benefits;
- flexibility in ability to gain access to new energy sources.

The study determined that any one of the three alternatives could be economical subject to negotiated prices for heat.

From work in other municipalities, it has been shown that a key part of the development process is an awareness campaign to assure that local consumers fully understand their own heating costs including the cost of operating and maintenance, space requirements, capital replacement and other factors as these will represent the avoided costs against which service from the district energy system will be compared.



The study confirmed that the total capital costs for the systems and the annual cost to cover capital repayment, staffing, operation and maintenance would be in the order of:

<u>Alternative</u>	<u>Capital Cost</u> (\$million)	<u>Annual Cost</u> (\$million/a)	<u>Unit Energy Cost</u> (\$/MWh <sub>th</sub> )
1. Cogeneration	28.6	2.7	34
2. Base Load Industrial Heat	32.7	3.1	28
3. Peak Load Industrial Heat	26.8	2.5	23

The above costs, shown in more detail in Table 1, do not include the cost of the cogeneration plant. The suggestion is that this cost would be borne by proponents that wished to construct a cogeneration plant to generate electricity in addition to heat that would be sold to the community. The cost of heat from a cogeneration company or from an industrial source would have to be added. Based on experience with other projects, there should be sufficient margin for such purchases. These cost would be established through a process of soliciting expressions of interest in supplying heat and the submission of bids to providing heating services.

Upon receipt of the expressions of interest the City would be in a better position to finalize its role and the level of investment necessary to make the project possible. An increasing number of companies are interested in participating in other parts of the network as well as the supply of heat for an agreed upon fair rate of return on investment. This might be considered as the project develops.

Based upon the connected loads being serviced primarily by natural gas, the environmental benefits would be as follows: (NEED TO SHOW THE THREE OPTIONS)

	Existing Emission (tonne/year)	Proposed Emission (tonnes/year)
Carbon Dioxide	41300	6012
Oxides of Nitrogen	26	1.1
Sulphur Dioxide	32	1.4

(See Appendix 2 for details)

This project, the increased employment and the emission reductions resulting from this project can provide valuable assistance in Hamilton's drive towards a cleaner environment and a sustainable future.

Recommendations:

- The concept of community energy within the downtown core of Hamilton should be pursued;
- The City and the Region should agree on forming a community energy board or committee to oversee the further development and implementation of the project. The Board's mandate or responsibility should be defined and a project leader or "champion" selected who will be able to focus a considerable amount of time to assure that the project is effectively developed and marketed to the community;
- With the Board, a implementation approach should be refined including:
  - The evaluation of the cost and extent of a cooling system as part of the CES project to serve the downtown area;
  - The call for expressions of interest in supplying heat and/or cooling into the system;
  - The completion of a detailed feasibility study including a more precise assessment of potential heating and cooling loads within the downtown core and of the costs of distribution and energy supply;
  - The conducting of an initial marketing campaign to assess the interest in connecting to the system and to establish the types of contractual arrangements that are best suited to the project;
  - A detailed economic assessment that forms the basis for rate structure and for final negotiations for the supply of heat.

9. (a.)

**CITY OF HAMILTON**  
**- INFORMATION -**

**DATE:** 1998 February 9

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk



**SUBJECT:** Hamilton Health Sciences Corporation - Nomination of  
Members

**BACKGROUND:**

Section 2(1)(b)(i) of Part III of the Hamilton Health Sciences Corporation's Administrative By-law establishes membership on the Hamilton Health Sciences Corporation and provides for the following:

2. (1)(b) The Board shall admit to membership as annual members within category 2(1)(a)(i):
  - (i) nine (9) persons nominated for membership by The Corporation of the City of Hamilton

Section 1(c) of said By-law also states that "if by December 31 in any year, the Corporation has received the names of fewer than nine nominees for membership for the following Membership Year from any of the Nominating Organizations, the Board may appoint persons for the Nominating Organizations so that each Nominating Organization has nine nominees for membership...".

As you are aware, City Council at its meeting held 1997 December 4 nominated only three Members of Council (Aldermen Caplan, D'Amico and Kelly) to serve on the Hamilton Health Sciences Corporation for the 1998 term.

Following notification that City Council had nominated only three members at its 1997 December 4 meeting, Mr. Norman Preece, Chair, Hamilton Health Sciences Corporation Board of Trustees, sent a letter dated 1997 December 11 to the Mayor asking that the City forward the names of the remaining six nominees by 1998 January 31.

In speaking with the Chair of the Hamilton Health Sciences Corporation Board of Trustees, I have been informed that the Board will be flexible on the 1998 January 31 deadline for nominees and will not make the remaining appointments until it hears back from the City on whether or not additional nominations are forthcoming.

At the 1997 December 11 meeting of the Committee of the Whole, the Chairman called for additional nominations to fill the six vacancies, however, no additional nominations were received. Given that the remaining six nominees can be either Members of City Council or Citizen Members, the City Clerk was subsequently directed to advertise for citizen applications to fill these six vacancies.

I would like to bring to the Committee's attention that only three Members of City Council were nominated by the City to serve on the Hamilton Health Sciences Corporation for the 1997 term. The six remaining positions were subsequently filled on the recommendation of the Nominating and Governance Committee of the Hamilton Health Sciences Corporation. Given the actions taken in 1997, and the fact that members of the Hamilton Health Sciences Corporation are appointed annually to attend only the Annual General Meeting, I am seeking some direction as to whether or not the City still wishes to proceed with advertising to recruit citizen members to fill the remaining six vacancies on this Board, or whether the City, as was the case in 1997, wishes to leave the nomination of the remaining six members to the discretion of the Nominating and Governance Committee.

As an aside, Regional Council is in a similar position, in that it nominated only four of nine possible members at its 1998 February 3 meeting.

Y.

cc Carolyn Biggs, Regional Clerk's Department



9. (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 February 10

**FEB 11 1998**

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

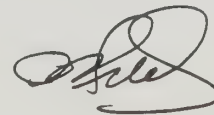
**SUBJECT:** Amendment to Master Lease between The Regional  
Municipal of Hamilton-Wentworth and the City of  
Hamilton for space at City Hall

**RECOMMENDATION:**

- (a) That the Master Lease between The Regional Municipality of Hamilton-Wentworth and the City of Hamilton be amended by increasing the space leased by the Region at City Hall by approximately 7,453 square feet (first floor); and,
- (b) That the rental payment be increased (7,453 x \$12 per square foot) by \$89,436 per annum or \$7,453 per month;

Note: Final rent payments will be adjusted at a rate of \$12 per square foot if the leased area changes; and,

- (c) That the lease commence thirty (30) days after the Region has completed its tenant improvements which improvements are to be at the Region's cost; and,
- (d) That the Mayor and City Clerk be authorized and directed to execute a Lease Amendment Agreement in a form satisfactory to the City Solicitor.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

In adopting Item 2(b) of the 2nd Report of the Finance and Administration Committee, City Council on 1998 January 20 recommended that the above mentioned rent payments will be used to reimburse the Reserve for Contingency for the costs associated with the relocation of City Departments from the space to be occupied by the Region and the demolition costs of the said space (total approved costs \$120,000).

## BACKGROUND:

In adopting 3(a) and (b) of the 1st Report of the Committee of the Whole, City Council at its meeting of 1997 December 11 approved the following:

- "(a) That an offer be extended to the Regional Municipality of Hamilton-Wentworth to locate the offices of the Regional Chairman, Regional Chief Administrative Officer and the Regional Clerk on the first floor of City Hall; and,
- (b) That, subject to Regional Council's acceptance of this offer, staff be authorized and directed to negotiate terms and conditions for leasing of this area for approval by the respective Councils."

Subsequently, Regional Council at its meeting of 1997 December 12 adopted the following:

- "(a) That the offer extended by the City of Hamilton to locate the offices of the Regional Chairman, Regional Chief Administrative Officer and the Regional Clerk on the first floor of Hamilton City Hall, be accepted;
- (b) That the appropriate staff be authorized and directed to negotiate, with representatives from the City of Hamilton, terms and conditions of a lease for this area, satisfactory to the Commissioner of Legal Services, for approval by Regional Council;
- (c) That the move to the City Hall location be co-ordinated to coincide with the move of various Regional Departments to the Eaton's Centre by 1998 April 30, with the understanding that the Region continue to honour its commitment to occupy space in the Eaton's Centre;
- (d) That there be recognizable savings in this move."

In regards to the current lease at City Hall for Regional space, it is up for renewal on 1998 December 1. The rental rate for this lease is based on \$12 per square foot.

As a result of the terms in the current lease, we are recommending the same rate for the additional space on the first floor to be occupied by the Regional Chairman, Regional Chief Administrative Officer and the Regional Clerk's Department.

MCJW/nw

- c.c. J. G. Pavelka, P. Eng., Chief Administrative Officer
- P. Noé Johnson, City Solicitor
- A. Ross, Treasurer
- L. King, Building Commissioner
- R. Fair, Director of Culture and Recreation

OFFICE OF THE CITY CLERK  
MEMORANDUM

10. (a.)

\*\*\*\*\*

TO: Susan K. Reeder, Secretary  
Finance and Administration Committee

YOUR FILE:

FROM: Mr. J. J. Schatz  
City Clerk  
Office of the City Clerk

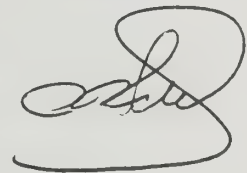
OUR FILE:  
PHONE: 546-2727

SUBJECT: Referral from City Council -  
The Hamilton Harbour Commissioners -  
Five (5) Year Capital Budget

DATE: 1998 February 11

Attached herewith is correspondence from the Hamilton Harbour Commissioners dated 1998 February 6th respecting its Five (5) Year Capital Budget, which was presented to City Council at its meeting held Tuesday, 1998 February 10th and subsequently referred to the Finance and Administration Committee.

You will note that the document attached to the correspondence entitled "The Hamilton Harbour Commissioners Projected Cash Flow 1998 to 2002" is marked Strictly Confidential. The Hamilton Harbour Commission has advised that while this document was originally confidential for their purposes, upon their release of this material to the City, the information is now public.



cc Members, City Council  
J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
P. Noe Johnston, City Solicitor

605 James St. N.  
Hamilton, Ontario, Canada  
L8L 1K1

Phone Numbers  
Hamilton 905-525-4330  
Inwats 1-800-263-2131

Fax Numbers  
Administration 905-528-6282  
General Office 905-528-6554



February 6, 1998

The Corporation of the City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

Attn: Mr. J.J. Schatz  
City Clerk

Dear Mr. Schatz;

RE: FIVE (5) YEAR CAPITAL BUDGET

Enclosed please find a copy of the Hamilton Harbour Commissioners Five (5) Year Capital Budget and Projected Cash Flow as approved by the Board of Commissioners at their meeting of December 19, 1998. Kindly acknowledge receipt of these materials.

Yours Truly,  
THE HAMILTON HARBOUR COMMISSIONERS

R. Scott Smith  
Secretary to the Board of Commissioners

OFFICE OF THE CITY CLERK

FEB 10 1998

REC. BY	DATE
REF'D TO	DATE
REF'D TO	DATE
REF'D TO	DATE

ACTION



\*\*\* STRICTLY CONFIDENTIAL \*\*\*

THE HAMILTON HARBOUR COMMISSIONERS  
PROJECTED CASH FLOW  
1998 TO 2002

(In millions of dollars)

SOURCE OF FUNDS :

Working Capital - Dec. 31, 1997	1.500	
Investments - Dec.31, 1997	12.300	
Income before Depreciation (5 x 3.5)	<u>17.500</u>	
Total Source of Funds		31.300

USE OF FUNDS :

Purchase and Development of Fixed Assets (per five year budget)	35.470	
Repayment of Long-term Debt	<u>0.125</u>	
Total Use of Funds		<u>35.595</u>
Excess / (Deficit) of Funds - Dec. 31, 2002		<u><u>(4.295)</u></u>

19/12/97  
approved  
*[Signature]*

\*\*\* STRICTLY CONFIDENTIAL \*\*\*

THE HAMILTON HARBOUR COMMISSIONERS

Five Year Capital Budget

(Current year dollars)

Description	Total Project Cost	Summary					Five Year Total
		1998	1999	2000	2001	2002	
Development	34.747	10.085	2.315	1.000	1.000	3.275	17.675
Capital Improvements and Major Maintenance	18.469	2.396	4.269	3.090	1.425	3.330	14.510
Equipment	3.277	0.536	0.669	0.992	0.669	0.419	3.285
	56.493	13.017	7.253	5.082	3.094	7.024	35.470

19/12/97 +  
approved  
JUS

OFFICE OF THE CITY CLERK  
MEMORANDUM

10. (b.)

\*\*\*\*\*

TO: Susan K. Reeder, Secretary  
Finance and Administration Committee

YOUR FILE:

FROM: Mr. J. J. Schatz  
City Clerk  
Office of the City Clerk

OUR FILE:  
PHONE: 546-2727

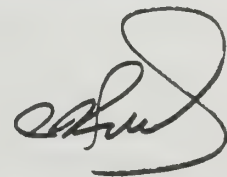
SUBJECT: Referral from City Council -  
The Hamilton Harbour Commissioners -  
Memorandum of Agreement, September 29, 1997

DATE: 1998 February 11

Attached herewith is correspondence from the Hamilton Harbour Commissioners dated 1998 January 26th respecting Memorandum of Agreement, September 29, 1997 which was presented to City Council at its meeting held Tuesday, 1998 February 10th and subsequently referred to the Finance and Administration Committee.

Also attached herewith for your convenience is a copy of the 1997 November 18th correspondence referred to.

Would you please present this correspondence to your Committee for consideration.



605 James St. N.  
Hamilton, Ontario, Canada  
L8L 1K1

Phone Numbers  
Hamilton 905-525-4330  
Inwats 1-800-263-2131

Fax Numbers  
Administration 905-528-6282  
General Office 905-528-6554



January 26, 1998

The Corporation of the City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

Attn: Mr. J.J. Schatz  
City Clerk

Dear Mr. Schatz;

RE: MEMORANDUM OF AGREEMENT, SEPTEMBER 29, 1997,

Further to our correspondence to your dated November 18, 1997, respecting the above, please be advised that at its Special Meeting of January 13, 1998, the Board of Commissioners reconsidered its resolution of November 18, 1997, related to the Memorandum of Agreement. The Board passed the following resolution (appended hereto as Schedule "A") at the said meeting.

Yours Truly,  
THE HAMILTON HARBOUR COMMISSIONERS

R. Scott Smith  
Secretary to the Board of Commissioners

cc. Chairman P.J. Dillon  
Commissioner L.L. Wilson  
Commissioner B.K. Hinkley



4. The matter of the Memorandum of Agreement dated September 29, 1997 was reconsidered.

IT WAS MOVED BY Commissioner B. K. Hinkley  
SECONDED BY Commissioner L. L. Wilson  
Chairman P. J. Dillon OPPOSED

BE IT RESOLVED;

THAT the Memorandum of Agreement dated September 29, 1997 be approved.

CARRIED

5. Further to the approval of the Memorandum of Agreement dated September 29, 1997, certain concerns respecting the said Memorandum of Agreement were discussed.

After discussion,

IT WAS MOVED BY Commissioner B. K. Hinkley  
SECONDED BY Commissioner L. L. Wilson

BE IT RESOLVED;

THAT the Board of Commissioners raise with the City Council the following concerns with respect to the ratification of the said Memorandum of Agreement dated September 29, 1997:

- 5.1 In order to satisfy the Commissioners' concerns with respect to the indemnification, the transfer of Waterlots will be made for the following consideration;
  - (a) The said transfer is full and final compensation for any and all rights, privileges, payments and entitlements flowing to the City from the Hamilton Harbour Commissioners' Act (1912), as amended.
  - (b) The City acknowledge that the lands of the H.H.C. will continue to be tax exempt (unless leased out) following the continuance of the H.H.C. as the Hamilton Port Authority.
  - (c) The City will proceed in co-operation with the H.H.C., or its successor, to expeditiously resolve any outstanding planning matters.
  - (d) A right-of-way for a perimeter road being identified and dedicated by the City. A public waterfront trail and fish habitat restoration work will be incorporated into the shoreline development. The construction of the perimeter road will commence in concert with the development of the waterlots.

- (e) A moratorium being obtained from the Minister of Transport on the stipend payable under the Canada Marine Act to the full value of the H.H.C. grant to the City in addition to any other moratorium or phase-in being granted as a matter of course, generally, to other Canada Port Authorities, all to be set out in the letters patent.

5.2 AND THAT the Board of Commissioners understand the following:

- (a) The limits of Waterlots 1, 2 and 4 are as shown on the map appended hereto as Schedule "B".
- (b) All legal, survey and transaction costs being paid by the City.
- (c) The transfer being subject to existing private waterlots and covenants on title, including the City obtaining the release of any riparian rights.
- (d) The waterlots being independently evaluated and the market value being recorded in the accounts of both parties as an equivalent dollar grant from the H.H.C. , or its successor, to the City.
- (e) The waterlots not being filled, or developed for commercial purposes, without the consent of the H.H.C. or its successor.
- (f) The City granting to the H.H.C., or its successor, a right of first refusal to purchase all or any part of the waterlots at market value should the City at any time wish to dispose of the waterlots or any part thereof.

5.3 AND THAT the Commissioners and City of Hamilton meet to discuss these matters within sixty(60) days from the date of this Board Meeting.

CARRIED

605 James St. N.  
Hamilton, Ontario, Canada  
L8L 1K1

Phone Numbers  
Hamilton 905-525-4330  
Inwats 1-800-263-2131

Fax Numbers  
Administration 905-528-6282  
General Office 905-528-6554



November 18, 1997

The Corporation of the City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

Attn: Mr. J.J. Schatz  
City Clerk

Dear Mr. Schatz;

RE: MEMORANDUM OF AGREEMENT, SEPTEMBER 29, 1997

Please be advised that the Hamilton Harbour Commissioners, at its meeting of November 18, 1997, passed the following resolution:

BE IT RESOLVED;

THAT the Board of Commissioners ratify the said Memorandum of Agreement on the basis of the following:

1. The limits of Waterlots 1, 2 and 4 are as shown on the map appended hereto as Schedule "A".
2. All legal, survey and transaction costs being paid by the City.
3. The transfer being subject to existing private waterlots and covenants on title, including the City obtaining the release of any riparian rights.
4. The waterlots being independently evaluated and the market value being recorded in the accounts of both parties as an equivalent dollar grant from the H.H.C. , or its successor, to the City.
5. The waterlots not being filled, or developed for commercial purposes, without the consent of the H.H.C. or its successor.

6. The City granting to the H.H.C., or its successor, a right of first refusal to purchase all or any part of the waterlots at market value should the City at any time wish to dispose of the waterlots or any part thereof.

AND THAT in order to satisfy the Commissioners' concern with respect to the issue of indemnification, the transfer will be made for the following consideration:

1. The said transfer is full and final compensation for any and all rights, privileges, payments and entitlements flowing to the City from the Hamilton Harbour Commissioners' Act (1912), as amended.
2. The City acknowledge that the lands of the H.H.C. will continue to be tax exempt (unless leased out) following the continuance of the H.H.C. as a H.P.A.
3. The City will proceed in co-operation with the H.H.C., or its successor, to expeditiously resolve any outstanding planning matters.
4. A right-of-way for a perimeter road being identified and dedicated by the City. A public waterfront trail and fish habitat restoration work will be incorporated into the shoreline development. The construction of the perimeter road will commence in concert with the development of the waterlots.
5. A moratorium being obtained from the Minister of Transport on the stipend payable under the Canada Marine Act to the full value of the H.H.C. grant to the City in addition to any other moratorium or phase-in being granted as a matter of course, generally, to other Canada Port Authorities, all to be set out in the letters patent.

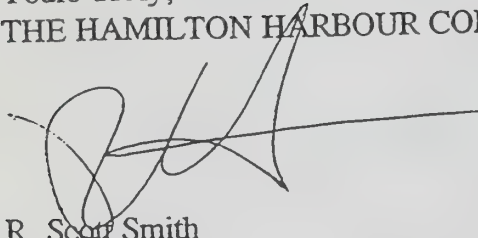
AND THAT the Commissioners are prepared to meet with the City of Hamilton for the purposes of further discussion and clarification.

CARRIED -

We look forward to hearing from you with respect to further discussions.



Yours Truly,  
THE HAMILTON HARBOUR COMMISSIONERS

A handwritten signature in dark ink, appearing to be 'R. Scott Smith', with a long horizontal line extending to the right.

R. Scott Smith  
Secretary to the Board of Commissioners

cc. Mayor R.M. Morrow



# HAMILTON INTERNATIONAL AIR SHOW FOUNDATION

11.  
(a.)

150 King Street East, Suite 418  
Hamilton, Ontario, L8N 1B2  
Bus: (905) 528-4425 Fax: (905) 528-8499

DISPLAY DATES:  
June 20, 21, 1998  
*Just Plane Fun on Father's Day*

January 22, 1998

Kevin C. Christenson  
Legislative Assistant  
City of Hamilton  
City Clerk's Office  
71 Main Street West  
Hamilton, ON  
L8N 3T4

Dear Kevin:

Planning for the 1998 Hamilton International Air Show which takes to the skies on **June 20 and 21, 1998** is well underway.

The City of Hamilton has been a proud supporter of the last 23 air shows and we look forward to its continued support for our 24th show in 1998.

I am writing to request your support of the Civic Reception - Crew/Volunteer Appreciation Night to be held on Friday, **June 19, 1998** at the Refueling Lounge on our showpark.

The 1998 Civic Reception will consist of live entertainment commencing at 6:00 p.m. Our proud sponsor of the 1998 show, Kelsey's, will be providing the catering for the reception.

*A Registered Canadian Charity ✧ Twice Selected One of North America's Top 100 Events ✧ Member International Council of Air Shows*



We are proud to once again host Canada's Snowbirds, Skyhawks and the CF-18 demo team. Our civilian acts will consist of CWH aircraft, Walt Addison Linscott, Paramount Aerobatics and the Iron Eagles Aerobatic Team. We are awaiting confirmation of single-ship demos such as the USAF A-10, F-15, F16, German F-4/Tornado, Dutch F-16 and participation of a British Team. 1998 is the 80th anniversary of the Royal Air Force and our 1998 show will be saluting this special anniversary.

We trust that every consideration will be given to our request for your support of the 1998 Civic Reception. Should you have any questions, please do not hesitate to contact me.

I look forward to hearing from you.

Sincerely

A handwritten signature in cursive script, reading "Sandra J. Wells".

Sandra J. Wells  
Director of Operations



11. (a.)  
(i)

**CITY OF HAMILTON**  
**- INFORMATION -**

**DATE:** 1998 February 3

**REPORT TO:** Chairman and Members  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**SUBJECT:** 1998 Civic Reception - Hamilton International Air Show -  
Friday, 1998 June 19

**BACKGROUND:**

Correspondence dated 1998 January 22nd from the Director of Operations, Hamilton International Air Show Foundation has been received requesting the City of Hamilton to support a Civic Reception for the Crew/Volunteer Appreciation Night to be held on Friday, 1998 June 19th at the Refueling Lounge at their showpark.

1998 marks the 23rd year for the Hamilton International Air Show. Since its inception, the City of Hamilton has participated in hosted a Civic Reception in honour of the flight crews and volunteers.

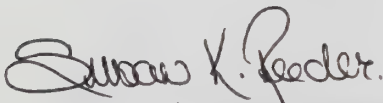
While the Region provides major funding for the Air Show, the traditional hosting of a Civic Reception during this event has not been seen as duplicate funding or in breach of the City's Grant Policy since the Air Show and the Civic Reception have been viewed as two separate events.

In the past, funding for this event has been charged to Account No. CH 55314 84010 (Special Civic Receptions and Delegation Hostings). You will note that the Foundation has not made a specific dollar request this year for support of a Civic Reception.

Page Two

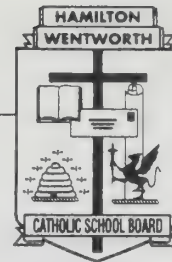
For the Committee's information, the following is a listing of recent funding requests and approvals given for this Civic Reception.

<u>Year</u>	<u>Request</u>	<u>Amount Approved</u>
1997	\$5,000	\$5,000
1996	\$7,000	\$5,000
1995	\$7,000	\$5,000
1994	\$8,500	\$7,000
1993	\$8,500	\$8,500
1992	\$9,000	\$8,000
1991	\$9,000	\$9,000



cc A. Ross, Treasurer

The Hamilton-Wentworth Catholic District School Board  
90 MULBERRY ST., P.O. BOX 2012 HAMILTON, ONTARIO, CANADA L8N 3R9  
TEL (905) 525-2930 FAX (905) 525-1724



JIM DALY  
Director of Education  
and Secretary

February 6, 1998  
File Code: M12

Mr. J.J. Schatz  
City Clerk  
City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8P 4Y5

11.(b.)

Dear Mr. Schatz:

**RE: HAMILTON-WENTWORTH CATHOLIC  
DISTRICT SCHOOL BOARD REPRESENTATIVE  
TO THE HAMILTON PUBLIC LIBRARY BOARD**

---

*Your request for more than one name was brought to the Board, and the Board still wishes to recommend one person for this position.*

*Enclosed is a copy of correspondence from our solicitor regarding this matter. I am hoping that City Council will respect the wishes of our Board by accepting the name proposed.*

*I am confident that, if officials were to meet our proposed representative, they would find her worthy of the position.*

Yours truly

J.L. Daly  
Director of Education  
& Secretary of the Board

JLD:MD  
Enc.

**LAZIER HICKEY LANGS O'NEAL**  
**BARRISTERS AND SOLICITORS**

November 8, 1996

BY FACSIMILE  
AND REGULAR MAIL

Hamilton-Wentworth Roman Catholic  
Separate School Board  
90 Mulberry Street  
Hamilton, Ontario  
L8N 3R9

Attention: Mr. James L. Daly,  
Director of Education

Dear Sir:                      Re:     **Hamilton-Wentworth Roman Catholic  
Separate School Board Representative  
to the Hamilton Public Library Board.**

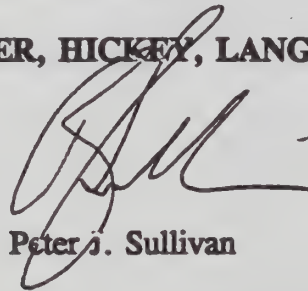
We acknowledge your inquiry regarding the appointment of a Hamilton-Wentworth Roman Catholic Separate School Board Representative to the Hamilton Public Library Board.

The Public Libraries Act provides that one member of the library board shall be a person recommended by The Hamilton-Wentworth Roman Catholic Separate School Board. There is no requirement of the Separate School Board to submit a list of nominees to City Council. As such, the past procedure of submitting the name of one individual as a recommendation by the Board is all that is required and should be acceptable to City Council.

Yours very truly,

**LAZIER, HICKEY, LANGS, O'NEAL**

Per:



Peter J. Sullivan

PJS:gh

25 Main Street West, 17th Floor, Hamilton, Ontario L8P 1H1  
Fax: (905) 525-6278 Telephone: (905) 525-3652

Thomas A. Hickey, B.A., LL.B.  
Sandra R. Stephenson, B.A., LL.B.  
Susan A. Brown, B.A., LL.B.

Colin G. Lazier, LL.B.  
Anne C. T. Barber, B.A., LL.B.  
Russell C. O'Neal, Q.C. (Retired)  
Hon. Colin S. Lazier, Q.C. (Retired)

Peter J. Sullivan, B.Sc., LL.B.  
Thomas E. Lazier, B.A., LL.B.  
Robert L. Robinson, B.A., LL.B. (Retired)

Counsel: Donald E. Morris, B.A., LL.B.



OFFICE OF THE CITY CLERK  
MEMORANDUM

12.

\*\*\*\*\*

TO: Charlene Touzel  
Secretary  
Selection Committee

YOUR FILE:

FROM: Susan K. Reeder, Secretary  
Finance and Administration Committee

OUR FILE:  
PHONE: 546-2753

SUBJECT: Appointment of Citizen members to  
the Hamilton Farmers Market  
Sub-Committee

DATE: 1998 February 5

Please be advised that the Finance and Administration Committee, at its meeting held Tuesday, 1998 February 3rd agreed to table the recommendation of the Selection Committee respecting the appointment of citizen members to the Hamilton Farmers Market Sub-Committee as follows:

That John Tickle and Frank Berry be appointed to serve on the Hamilton Farmers Market Sub-Committee for terms of office to expire 1999 November 30 and 2000 November 30 respectively.

*Susan K. Reeder.*

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 26

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Charlene Touzel, Secretary  
Selection Committee  
City Clerk's Department

**SUBJECT:** Appointment of Citizen Members to the Hamilton Farmers  
Market Sub-Committee

**RECOMMENDATION:**

That John Tickle and Frank Berry be appointed to serve on the Hamilton Farmers Market Sub-Committee for terms of office to expire 1999 November 30 and 2000 November 30 respectively.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a

*Touzel*

**BACKGROUND:**

Orientation Sessions were held for citizens interested in serving on various City Committees, Local Boards and Commissions in 1997 November.

The Selection Committee met on Thursday, 1998 January 15 to interview the three applicants that applied for membership on the Hamilton Farmers Market Sub-Committee. The Selection Committee met again on 1998 January 26 and recommended the above-noted appointments.

cc Stan Hollowell, Manager, Administrative Services, City Clerk's Department

~~TABLED~~  
~~App'd by Committee~~ 1998 Feb 3  
~~App'd by Council~~







CONSENT AGENDA

FINANCE AND ADMINISTRATION COMMITTEE

2.

Tuesday, 1998 February 17th  
1:30 o'clock p.m.  
Room 233, City Hall

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

Minutes of the regular meeting held on Tuesday, 1998 February 3rd

B. CITY SOLICITOR

A By-law to authorize an Agreement with the Hamilton East Boys' and Girls' Club Inc.

C. DIRECTOR OF CULTURE AND RECREATION

- (i) Emergency Roof Repairs
- (ii) Award of Contract - Installation of Generator - City Hall
- (iii) Approval of Boilers - City Hall Boiler Installation Tender

D. TREASURER

Remuneration and Expenses Paid to Members of Council and Members of Other Bodies for the year 1997

E. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE

Information Items



Tuesday, 1998 February 3  
1:30 o'clock p.m.  
Room 233, City Hall

A.

**The Finance and Administration Committee met.**

**Present:** Alderman D. Wilson, Chairman  
Alderman D. O'Sullivan, Vice-Chairman  
Robert M. Morrow  
Alderman M. Caplan  
Alderman A. Horwath  
Alderman D. Haining  
Alderman C. Collins  
Alderman B. Charters  
Alderman B. Kelly

**Also Present:** Alderman F. Eisenberger  
Alderman R. Corsini  
J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
J. Schatz, City Clerk  
Fire Chief W. Shoemaker  
L. King, Building Commissioner  
R. Fair, Director of Culture and Recreation  
Deputy Fire Chief Desjarlais  
P. Barkwell, Law Department  
T. Bradbury, Treasury Department  
L. Harvey, Building Department  
J. Johnston, Commissioner of Human Resources  
R. Menagh, Human Resources Department  
Susan K. Reeder, Secretary

**A G E N D A**

**1. CONSENT AGENDA**

The Committee was in receipt of its Consent Agenda, and approved the following:

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

The Committee was in receipt of the minutes of its regular meeting held on Tuesday, 1998 January 20th, and the minutes of its special meeting held on Monday, 1998 January 26th, and approved these minutes as circulated.

**B. TREASURER - Authorization to Enter into Extension Agreements on Specific Properties for the Payment of Realty Taxes**

The Committee was in receipt of a report from the Treasurer dated 1998 January 27, respecting the above noted matter, and approved the following:

- (a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on 1994 June 28:

236 Grenfell St.  
491 Cannon St. E.  
44 Nicklaus Dr.

- (b) That a by-law to authorize the said Extension Agreements be enacted by Council; and,
- (c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

**C. CITY CLERK - 60th Anniversary Annual Distinguished Citizen of the Year Award**

The Committee was in receipt of a report from the City Clerk dated 1998 January 30, respecting the above noted matter.

The Committee approved the following:

- (a) That approval be given to the actions taken by the City Clerk in purchasing a City of Hamilton table of 10, at a cost of \$450, for the 60th Anniversary Annual Distinguished Citizen of the Year Award/The Hamilton Spectator 9th Annual Community Award/3rd Annual Recognition of Youth Achievement held at the Hamilton Convention Centre on Monday, 1998 January 26; and,
- (b) That funding for this expenditure be charged to the Unclassified Account No. CH 55113 24201.

**D. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items**

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1998 January 30, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Information Report - 160th Birthday Celebrations - Hamilton Farmers' Market - report dated 1998 January 16th
- (b) Report from the Secretary of L.A.C.A.C. to the Planning and Development Committee -Professional Appraisal of Bellevue, 14 Belvidere Avenue - report dated 1998 January 13
- (c) Report from the Director of Culture and Recreation to the Parks and Recreation Committee -Parks and Recreation Ontario 1998 Educational Forum - Sponsorship of Conference - report dated 1998 January 14th
- (d) Report from the Director of Culture and Recreation to the Parks and Recreation Committee - Huntington Park Recreation Centre - Pool Environmental Control - report dated 1998 January 14th
- (e) Correspondence - The Hamilton-Wentworth District School Board - City's resolution respecting levy payments to Boards of Education - letter dated 1998 January 14
- (f) Information Letter - Real Estate Division of the City Clerk's Department - Services to the Region for the fourth quarter of 1997 - letter dated 1998 January 20



- (g) Recommendation from the Commissioner of Public Works and Traffic to the Transport and Environment Committee re: City of Hamilton's "Flat Rate Fee" for the recovery of Servicing Costs associated with 0.30 Metre Reserves - report dated 1998 January 20
- (h) Memorandum - City Treasurer - Change to the expected mailing date of assessment notices - memo dated 1998 January 23rd
- (i) Correspondence - The Town of Richmond Hill - Ice Storm, 1998 January - Challenge to Municipalities - letter dated 1998 January 20th
- (j) Minutes of the Hamilton Status of Women Sub-Committee meeting of Monday, 1998 January 5

2. **TREASURER - Current Value Assessment Update - Presentation**

The Treasurer gave an verbal status report on information recently received from the Province respecting Current Value Assessment.

3. **REFERRALS FROM OTHER COMMITTEES**

(a) **Financing of Professional Appraisal of Bellevue, 14 Belvidere Avenue**

The Committee was in receipt of a report from the Treasurer dated 1998 January 14, respecting the above noted matter.

The Committee approved the following:

That as referred to in Section 12 of the Second Report for 1998 of the Planning and Development Committee approved by City Council on 1998 January 27th, the cost to hire an appraiser to make a professional evaluation of Bellevue, the designated property at 14 Belvidere Avenue, Hamilton up to an amount not to exceed \$3,000, be charged to the Planning and Development Department 1998 Current Budget.

(b) **Financing Project for Consultant Residing at the Glen Manor**

The Committee was in receipt of a report from the Treasurer dated 1998 January 29, respecting the above noted matter.

The Committee approved the following:

That as referred to in Section 17 of the Second Report for 1998 of the Parks and Recreation Committee, approved by City Council on 1998 January 27th, the upset limited of \$12,600 as the cost of the Project by the Consultant residing at the Glen Manor be incorporated within the 1998 Budget Centre CH 62222, and that an appropriate Revenue Budget be established for the interest to be earned from the Veever's Estate.

4. **CHIEF ADMINISTRATIVE OFFICER**

(a) **Hamilton Corporate Challenge**

The Committee was in receipt of a report from the Chief Administrative Officer dated 1998 January 15, respecting the above noted matter, and approved the following:

- (a) That an amount of \$2,625.80 be approved for the Hamilton Corporate Challenge to be used for the cost of entering and sponsoring two teams (a total of 40 City of Hamilton employees) to take part in the Hamilton Corporate Challenge organized by the Hamilton and District Chamber of Commerce on Sunday, 1998 June 14 at Christie Conservation Area; and,
- (b) That the funding for this expenditure be financed from the Unclassified Account number CH55120 24201.

(b) **363 Wellington Street North (Plastimet Site) - Fencing**

The Committee was in receipt of a joint report from the Chief Administrative Officer and the Building Commissioner dated 1998 January 27, respecting the above noted matter.

(i) **Financing of Fencing at 363 Wellington Street North**

The Committee was in receipt of a report from the Treasurer dated 1998 January 29, respecting the above noted matter.

The Committee approved the following:

- (a) That the Commissioner of Public Works and Traffic be authorized and directed to purchase and erect an aluminum portable fence to protect the property at 363 Wellington Street North from unauthorized access to a maximum amount of \$16,000; and,
- (b) That the Commissioner of Public Works and Traffic retain the portable fence for events across the City after it is no longer required around this site; and,
- (c) That the cost to purchase and erect an aluminum portable fence to protect the property at 363 Wellington Street North at an amount not to exceed \$16,000 be charged to Plastimet Fire - Public Works and Traffic Department Cost - Account No. CF 5200-2590 55002.

(c) **Requested status report - Downtown and the Hamilton Halton Homebuilders**

The Chief Administrative Officer spoke to the Committee respecting the current status of the Agreement between the City and the Hamilton Halton Homebuilders Association. Considerable discussion then ensued. The Committee approved the following staff direction:

- (a) That the City suspend any further payments in connection with the Agreement entered into between the City and the Hamilton Halton Homebuilders Association on Downtown Revitalization; and,
- (b) That the Chief Administrative Officer and the Hamilton Halton Homebuilders Association be requested to provide an Update report on the status of the Joint Partnership Agreement Project for the 1998 February 17th meeting of the Finance and Administration Committee.

5. CITY CLERK - Federation of Canadian Municipalities - 61st Annual Conference - Regina, Saskatchewan -1998 June 5 - 8

The Committee was in receipt of a report from the City Clerk dated 1998 January 20, respecting the above noted matter, and approved the following:

That the Mayor, the Chairman of the Finance and Administration Committee or his designate, and five members of City Council be authorized to attend the 61st Annual Conference of the Federation of Canadian Municipalities to be held in Regina, Saskatchewan on 1998 June 5 - 8.

6. COMMISSIONER OF PUBLIC WORKS AND TRAFFIC

(a) Replacement of four (4) crew cab trucks with stake dump bodies, Units 9240, 9394, 9304 and 9389, Fleet Services

The Committee was in receipt of a report from the Commissioner of Public Works and Traffic dated 1998 January 30, respecting the above noted matter.

The Committee approved the following:

That a purchase order be issued to Robert Slessor Pontiac Buick, Grimsby in the amount of \$163,235.60, including all applicable taxes, for the replacement of four (4) Crew Cabs with Moffatt Stake Dump Bodies #9240, 9394, 9304, and 9389 for Fleet Services, being the lowest tender received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CF5532 649651019.

(b) Replacement of Five (5) Crew cab trucks with aluminum dump bodies, Units 9270, 9374, 9274, 9239 and 9269 Fleet Services

The Committee was in receipt of a report from the Commissioner of Public Works and Traffic dated 1998 January 30, respecting the above noted matter.

The Committee approved the following:

That a purchase order be issued to Robert Slessor Pontiac Buick, Grimsby in the amount of \$229,459.50, including all applicable taxes, for the replacement of five (5) Crew Cabs with Moffatt Aluminum Dump Bodies #9270, 9374, 9274, 9239 and 9269 for Fleet Services, being the lowest acceptable tender received in accordance with specifications issued by Purchasing and Vendor's tender, and be financed through the Reserve for Mobile Equipment Account No. CF5532 649651019.

(c) Rental of Zamboni

The Committee was in receipt of a report from the Commissioner of Public Works and Traffic dated 1998 January 28, respecting the above noted matter, and approved the following:

- (a) That the Corporation of the City of Hamilton rent an excess Zamboni to the City of Toronto, for the amount of \$350 per week including all applicable taxes for the remainder of the ice-cutting season; and,



- (b) That a Bylaw to authorize the rental of the Zamboni to the City of Toronto, be enacted; and,
- (c) That the Mayor and the City Clerk be authorized to execute a rental agreement in a form satisfactory to the City Solicitor.

7. **SELECTION COMMITTEE**

(a) **Appointment of Citizen Members to the Hamilton Farmers Market Sub-Committee**

The Committee was in receipt of a report from the Secretary of the Selection Committee dated 1998 January 26, respecting the above noted matter. The Committee agreed to table this report.

(b) **Revised Policy respecting the Appointment of Citizens to City Committees, Local Boards and Commissions**

The Committee was in receipt of a report from the Secretary of the Selection Committee dated 1998 January 27, respecting the above noted matter.

The Committee approved the following:

- (a) That the policy respecting the appointment of Citizen Members to City Committees, Local Boards and Commissions as adopted by City Council on 1992 September 29 be rescinded; and,
- (b) That the following revised policy respecting the appointment of Citizen Members to City Committees, Local Boards and Commissions be adopted:
  - (i) That information on how to become a Citizen Member of City Committees, Local Boards and Commissions be included in the Municipal Handbook, copies of which are available to the general public from the City Clerk's Department; and,
  - (ii) That the City Clerk's Department be directed to advertise all Citizen Member vacancies on City Committees, Local Boards and Commissions, in The Hamilton Spectator; and,
  - (iii) That the City Clerk's Department notify all City Committees, Local Boards and Commissions of Citizen Member vacancies as they arise; and,
  - (iv) That ethno-cultural communities, organizations representing the disabled, the Native Indian Centre, women's groups, and all other organizations or individuals upon request, be notified of Citizen Member vacancies on City Committees, Local Boards and Commissions by the City Clerk's Department; and,
  - (v) That the City Clerk's Department send notice of all Citizen Member vacancies on City Committees, Local Boards and Commissions to ethnic media in the Hamilton area requesting their assistance in passing this information on to as many interested citizens as possible, at no cost to the City; and,



- (vi) That all City Committees, Local Boards and Commissions that report to a Standing Committee or City Council, be requested to circulate their notice of meetings to the media; and,
- (vii) That all City Committees, Local Boards and Commissions be encouraged to hold some meetings in various facilities outside of City Hall and invite persons of those neighbourhoods to attend; and,
- (viii) That Citizen Members of City Committees, Local Boards and Commissions, who miss three consecutive meetings without Committee approval, be subject to replacement on that Committee, Local Board or Commission; and,
- (ix) That membership on all City Committees, Local Boards and Commissions be staggered with one third of its Citizen Members' terms of office expiring each year, unless the terms of office are established by provincial or federal legislation; and,
- (x) That a standard Application Form and Tracking Form, attached hereto and marked as Appendix "A", be adopted for use by citizens applying for membership on City Committees, Local Boards and Commissions; and,
- (xi) That the following process for applying, interviewing and selecting Citizen Members to serve on City Committees, Local Boards and Commissions be adopted:
  - (1) Applicants must attend a mandatory Orientation Session co-ordinated by the City Clerk's Department, the purpose of which will be to describe the work of the various City Committees, Local Boards and Commissions; and,
  - (2) The City Committees, Local Boards and Commissions will be required to:
    - (aa) Provide written material outlining the scope of their Committee, Local Board or Commission, the time commitment required and the qualifications necessary; and,
    - (bb) Arrange for a representative (either a Committee, Local Board or Commission Member or Staff) to attend the Orientation Sessions to make a brief presentation on the Committee, Local Board or Commission and to answer any questions applicants may have; and,
  - (3) Applicants will be offered a choice of at least three (3) dates for the mandatory Orientation Sessions; and,
  - (4) All applicants will be required to attend one of the mandatory Orientation Sessions unless they are applying for renewal of their present appointment. Applicants who do not attend one of the mandatory Orientation Sessions will not be considered for appointment; and,

- (5) Application Forms and Tracking Forms can be obtained by applicants following their attendance at one of the mandatory Orientation Sessions, save incumbents, who, if applying for renewal of their present appointment, are not required to attend an Orientation Session, and can obtain an Application Form and Tracking Form from the City Clerk's Department; and,
- (6) Applicants can apply for membership on no more than two (2) City Committees, Local Boards and Commissions at any given time; and,
- (7) Completed Application Forms and Tracking Forms are to be returned to the City Clerk's Department by the application deadline date, as set out in the advertised Public Notice; and,
- (8) A Selection Committee will be struck by City Council, the mandate of which will be to:
  - (aa) Review Citizen Member applications to City Committees, Local Boards and Commissions; and,
  - (bb) Interview applicants; and,
  - (cc) Make recommendations for the appointment of Citizen Members to the various City Committees, Local Boards and Commissions to the Nominating Committee or to the Standing Committee of City Council to which the Committee, Local Board or Commission reports; and,

The Selection Committee shall consist of:

- (dd) A minimum of five (5) Members of City Council appointed annually by the Nominating Committee; and,
  - (ee) One representative of the Committee, Local Board or Commission to which the Citizen Member vacancy applies to serve as a non-voting resource person; and,
- (9) Selection Committee interviews will be conducted as follows:
    - (aa) All applicants who attend a mandatory Orientation Session and submit a completed Application Form, as well as incumbents who have applied for renewal of their present appointment, will be interviewed by the Selection Committee; and,
    - (bb) All applicants will be notified in writing of their interview date and time by the City Clerk's Department; and,

- (cc) The allotted time for each interview will be approximately ten (10) minutes; and,
  - (dd) An established set of interview questions will be developed by the various City Committees, Local Boards and Commissions with the assistance of the City Clerk's Department; and,
  - (ee) The City Clerk's Department will notify all applicants in writing once the appointments have been approved by the appropriate Standing Committee of City Council or the Nominating Committee; and,
- (xii) That an Equitable Representation Survey of the City Committees, Local Boards and Commissions be conducted by the Human Resources Centre every three years, the first Survey of which was carried out in 1992.

8. CITY SOLICITOR - Verbal Status Update - Video Lottery By-law

Peter Barkwell of the Law Department advised that they have just received information from the City of Vancouver respecting its by-law. He added that the Law Department will now analyze this by-law, as well as the British Columbia law.

9. IN CAMERA AGENDA

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session, and approved the following:

AA. CITY SOLICITOR AND COMMISSIONER OF PUBLIC WORKS AND TRAFFIC

- (i) City of Hamilton -ats- Andall; Ontario Court (General Division) Action #C14217/94
  - (a) That the City resolve Ontario Court (General Division) Action # C14217/94 by the payment to the Plaintiff, Jacqueline Andall, of the sum of \$23,040.95 inclusive of all claims for damages, interest and costs; and,
  - (b) That the Plaintiff, Jacqueline Andall, be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
  - (c) That Ontario Court (General Division) Action # C14217/94 be dismissed without costs.
- (ii) City of Hamilton -ats- Wey; Ontario Court (General Division) Action #914/95
  - (a) That the City resolve Ontario Court (General Division) Action # 814/95 by the payment to the Plaintiff, Deborah Wey, of the sum of \$65,000 inclusive of all claims for damages, interests and costs; and,

- (b) That the Plaintiff be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That Ontario Court (General Division) Action # 814/95 be dismissed without costs.

(iii) City of Hamilton -ats- Hotrum; Ontario Court (General Division) Action #3968/86

- (a) That the City contribute the amount of its deductible under its Automobile Insurance Policy, namely \$100,000, toward the resolution of Ontario Court (General Division) Action # 3968/86 wherein the Plaintiffs are John and Edna Hotrum; and,
- (b) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That Ontario Court (General Division) Action # 3968/86 be dismissed without costs.

(iv) City of Hamilton -ats- Sroka; Ontario Court (General Division) Action #2269/93

- (a) That the City resolve Ontario Court (General Division) Action # 2269/93 by the payment to the Plaintiffs, Katka and Ondrej Sroka, of the sum of \$3,500 inclusive of all claims for damages, interest and costs; and,
- (b) That the Plaintiffs be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That Ontario Court (General Division) Action # 2269/93 be dismissed without costs.

(v) City of Hamilton -ats- Gouthro; Ontario Court (General Division) Action No. 36684/92

- (a) That the City contribute a lump sum of \$3,500 toward the resolution of Ontario Court (General Division) Action # 36684/92; and,
- (b) That the insurer for the Defendants Uniflo Enviro-Tech Inc./Uniflow Sewer Services Inc., take over the City's defence in this law suit, subject to arrangements satisfactory to the City Solicitor, including, but not limited to, a capping of the City's liability; and,
- (c) That upon settlement, or other resolution, of the Action, the Plaintiffs and/or the Defendants Uniflo Enviro-Tech Inc./Uniflow Sewer Services Inc., be required to provide closing documentation in a form satisfactory to the City Solicitor.



10. OTHER BUSINESSBurton Street Property

Alderman Charters advised the Committee that the Habitat for Humanity Group is interested in a property on Burton Street which is presently in a tax arrears situation as a possible housing project. The Committee approved the following staff direction:

That staff be authorized to meet with Habitat for Humanity to discuss the possible use of the Burton Street property (presently in a tax arrears situation) for one of its projects.

Discussion meeting with Stoney Creek


Alderman Eisenberger raised concerns at a recent meeting with Stoney Creek officials on Fire Services and questioned the process being followed in this matter. Considerable discussion then ensued. It was indicated that this was an exploratory discussion only, and that issues arising from these discussions will be coming to the Finance and Administration Committee for deliberation.

11. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN D. WILSON, CHAIRMAN  
FINANCE AND ADMINISTRATION COMMITTEE

  
Susan K. Reeder  
Secretary  
1998 February 3



1998 February 10

Appendix "A" referred  
to in Section 11 of the  
**FIFTH** Report of  
the Finance and  
Administration  
Committee for 1998



APPLICATION FORM  
FOR CITIZEN APPOINTMENT TO  
CITY COMMITTEES, LOCAL BOARDS AND COMMISSIONS

Please complete the attached Application Form and return to the Office of the City Clerk by the application deadline with a copy of your current resume of qualifications, work experience and any additional community involvement that may be relevant to the Citizen Member appointment to which you are applying for membership.

The City of Hamilton encourages all residents of the City of Hamilton to apply for membership on City Committees, Local Boards and Commissions.

Your co-operation is also requested in completing the attached Tracking Form. This information is for statistical purposes only and will assist the City in determining the successfulness of its existing outreach program as well as identifying any changes needed to promote fair appointment practices in the future.

Please note that the completion of the attached Tracking Form is **voluntary** and that the information obtained from this Form will be kept strictly **confidential**.

Applicants are requested to return the Tracking Form in the private and confidential envelope provided, at the same time the Application Form is returned to the Office of the City Clerk.

\_\_\_\_\_ Application Deadline

attached

## APPLICATION FORM

1. Application for appointment to: \_\_\_\_\_
2. \_\_\_\_\_  
(Please specify Committee, Local Board or Commission of interest - maximum of two.  
**Please note that if you are applying for membership on two Committees, Local Boards or Commissions, only one application form should be completed.)**
3. Name: \_\_\_\_\_
4. Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Postal Code: \_\_\_\_\_
6. Telephone Number(s): Home: \_\_\_\_\_  
Work: \_\_\_\_\_
7. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. How did you learn about this position:
- i. \_\_\_\_\_ Newspaper (please specify) \_\_\_\_\_
  - ii. \_\_\_\_\_ Community Organization
  - iii. \_\_\_\_\_ Brochure
  - iv. \_\_\_\_\_ Radio/Television  
(please specify which program)
  - v. \_\_\_\_\_ Word of Mouth
  - vi. \_\_\_\_\_ Other (please specify)



1998 February 10

8. Additional Information:

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\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

Your resume should not refer to any prohibited grounds of discrimination, i.e. race ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:** City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8P 4Y5

TRACKING FORM

Information requested on this form is gathered under Section 14 of the Ontario Human Rights Code.

Committee(s)/Board(s)/Commission(s) you have applied for:

(Only one Tracking Form to be completed even though you may have applied for two Committees/Boards/Commissions.)

Do you wish to complete this form any further?

Yes \_\_\_\_\_ (please continue)      No \_\_\_\_\_

PLEASE COMPLETE EACH SECTION:

1. Are you:      **Female** \_\_\_\_\_      **Male** \_\_\_\_\_
2. Are you a Native person (North American Indian, Status or Non-Status, Metis, Inuit)?  
                    **Yes** \_\_\_\_\_      **No** \_\_\_\_\_
3. Please identify yourself as one of the following: (This refers to Race/Colour)  
  
    **Black** \_\_\_\_\_      **East Asian** \_\_\_\_\_  
    (African, American      (Korean, Japanese, Chinese)  
    Canadian)  
  
    **South Asian** \_\_\_\_\_      **South East Asian** \_\_\_\_\_  
    (Indian, Pakistani)      (Cambodian, Filipino, Vietnamese)  
  
    **West Asian** \_\_\_\_\_      **Central/South American** \_\_\_\_\_  
    (Arab, Armenian, Egyptian, etc.)  
  
    **Caribbean** \_\_\_\_\_      **White** \_\_\_\_\_      **Other** \_\_\_\_\_  
    (Cuban, Jamaican, Trinidadian,  
    Haitian)

4. Disability

For the purposes of employment equity, disability is defined as a long term physical, emotional/psychiatric or learning disability that may place a person at a disadvantage or that may interfere with work or personal activities.

Given this definition, do you consider yourself disabled?

No \_\_\_\_\_      Yes \_\_\_\_\_

Information requested on this form is gathered under Section 14 of the Ontario Human Rights Code and has been approved by the Ontario Human Rights Commission, September 1991.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

B.

**DATE:** 1998 February 04

**REPORT TO:** Susan Reeder, Secretary  
Finance and Administration Committee

**FROM:** P. Noé Johnson  
City Solicitor

**SUBJECT:** A By-law to Authorize an Agreement with the Hamilton  
East Boys' and Girls' Club Inc.

**RECOMMENDATION:**

That the attached By-law authorize a Municipal Capital Facility Agreement with the Hamilton East Boys' and Girls' Club Inc. be enacted by City Council.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

City Council, on January 27, 1998, in adopting Section 20 of the 3rd Report of the Finance and Administration Committee, authorized the City Solicitor to prepare the attached by-law to allow an agreement between the City and the Hamilton East Boys' and Girls' Club Inc. for the operation of the recreation centre at 45 Ellis Avenue.

LEF:ag  
Attach.

c.c. Ross Fair, Director, Department of Culture and Recreation  
**Attention: Ken Harrop, Manager, Community Services**

c.c. Allan C. Ross, Treasurer, Treasury Department





C. (i)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 February 2

**REPORT TO:** Susan K. Reeder  
Finance and Administration

**FROM:** R. L. Fair  
Director of Culture & Recreation

**SUBJECT:** Emergency Roof Repairs

**FEB 10 1998**

**RECOMMENDATION:**

That approval be given to establish an open order with A.M. Roofing Systems Incorporated of Hamilton Ontario, for Roof Repairs as and when required for 1998, 1999, 2000, at an hourly charge-out rate of \$47.00., \$48.00., \$49.00., respectively, being the lowest tender received in accordance with specifications issued by the Purchasing division January 1998.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

This project is funded through CH 57301 Building Repairs various Civic properties.

Annual costs for roof repairs are approximately \$50,000.00.

**BACKGROUND:**

The Culture and Recreation Department requires the services of a Roofing Contractor for emergency roof repairs to City owned buildings. Based on our records the vast majority of calls are received during regular business hours, therefore the overtime rate schedule attached is representative of a very small portion of the annual expenditure. In accordance with the Purchasing Division's procedures, this matter was tendered and the following quotations were received.

		1998	1999	2000
A.M. Roofing	8am to 6pm	\$47/hr.	\$48/hr	\$49/hr.
	6pm to 8am	\$58.75	\$60/hr	\$61.25
Julian Roofing	8am to 6pm	\$50/hr	\$50/hr	\$50/hr
	6pm to 8am	\$50/hr	\$50/hr	\$50/hr
Bertozzi	8am to 6pm	\$64/hr	\$66/hr	\$68/hr
	6pm to 8am	\$70/hr	\$72/hr	\$74/hr

.../2

**BACKGROUND:**

		1998	1999	2000
E.D. Roofing	8am to 6pm	\$72/hr	\$72/hr	\$75/hr
	6pm to 8am	\$83/hr	\$83/hr	\$86/hr
Atlantic	8am to 6pm	\$100/hr	\$110/hr	\$120/hr
	6pm to 8am	\$150/hr	\$165/hr	\$180/hr
Riddell	8am to 6pm	\$110/hr	\$110/hr	\$115/hr
	6pm to 8am	\$182/hr	\$182/hr	\$191/hr

RLF/ghl

c.c. R. Swan, Manager of Building Operations and Maintenance  
J. Krochak Senior Buyer, Purchasing Division

C. (ii)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 February 6

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** R. L. Fair  
Director of Culture & Recreation

**FEB 10 1998**

**SUBJECT:** Award of Contract - Installation of Generator - City Hall

**RECOMMENDATION:**

- (a) That approval be given to issue a purchase order in the amount of \$105,930.00 inclusive of a Contingency (\$10,000.00) & G.S.T. (\$6,930.00) to commission Arc-Tech Contracting Ltd. of Hamilton for the Installation of the emergency generator at City Hall, being the lowest price of two quotations received in accordance with the specifications (Ref: C6-4797) issued by the Purchasing Division; and,
- (b) That the expenditure be financed from Capital Fund Accounts - Uninterruptable Power Supply - City Hall - CF319541007 (\$81,765.13), Split Power Supply - City Hall - CF319541006 (\$5,215.41) & C.U.P.- Capital Replacement-CF319651022 (\$18,949.46).

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Funds are available in Capital Fund Accounts - Uninterruptable Power Supply - CF319541007 (\$81,765.13), Split Power Supply - City Hall - CF319541006 (\$5,215.41) & C.U.P. - Capital Replacement - CF319651022 (18,949.46).

**BACKGROUND:**

Included in the approved 1995-2004 Capital Budget is a Property Department project pertaining to the supply and installation of an uninterruptable power supply (U.P.S.) & an emergency generator for the Information Systems Department located at City Hall.

The U.P.S. was installed and has been in operation since March 1996. The generator was tendered in 1997 but the purchase order had to be rescinded because of its proximity to trees at the east end of City Hall.

**BACKGROUND:**

Space has now become available in the boiler room for the generator and this will complete this project.

Tenders received for the installation of the generator:

Arc-Tech	\$105,930.00
Hillmer Rossi	\$119,786.50

RLF:rmh

c.c.    A. Ross, City Treasurer, Treasury Department  
         J. Hindson Director, Information Systems  
         J. Krochak, Senior Buyer, Purchasing  
         R. Swan, Manager, Building Operations & Maintenance  
         R. Desnoyers, Assistant Manager, Building Operations & Maintenance



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 January 29

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** R. L. Fair  
Director of Culture & Recreation

**SUBJECT:** Approval of Boilers - City Hall Boiler Installation Tender

**RECOMMENDATION:**

- (a) That approval be given to specify Volcano Boilers manufactured by Thermogenics Inc. of Aurora Ontario, in a tender for the supply and installation of new boilers, and that the amount of \$155,020.00 inclusive of GST (\$9,436.00) be included as an allowance in said specification.
- (b) That the complete project will be financed from Capital Fund Accounts - Replace Boilers - City Hall - CF319741037 (\$145,000.00) and Domestic Hot Water System - City Hall - CF319251003 (\$100,000.00).

*R. L. Fair*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

That the cost for this project be financed from Capital Fund Accounts - Replace Boilers - CF319741037 (\$145,000.00) and Domestic Hot Water System - City Hall - CF319251003 (\$100,000.00).

**BACKGROUND:**

It was identified by the Building Operations and Maintenance Division of the Culture and Recreation Department that the boilers at City Hall needed replacement. Group Eight Engineering Limited was retained as the consultant for this project and determine the size and type of boilers best suited for the project.

The consultant then compiled a list of ten questions to evaluate each boiler. Four boiler manufacturers were then contacted and asked to select a boiler that would fit this criteria.

Volcano placed first in five of the ten categories including price, efficiency and emissions. Based on these results Volcano is the first choice and is best suited for this application.

RLF:rmh

c.c. A. Ross, City Treasurer, Treasury Department  
J. Krochak, Senior Buyer, Purchasing  
R. Swan, Manager, Building Operations & Maintenance  
R. Desnoyers, Assistant Manager, Building Operations & Maintenance



D.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 February 9

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Remuneration and Expenses Paid to Members of  
Council and Members of Other Bodies for the year 1997

**RECOMMENDATION:**

That the attached statement of the Treasurer summarizing remuneration and expenses paid to Members of Council and Members of Other Bodies for the year 1997 be received by City Council.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

The Treasurer is required under the Municipal Act, Section 247 to report to Council on the Statement of Remuneration and Expenses to members of Council and members of other bodies by the end of February, for the preceding year.

MBCS:jc  
Attachments





City of Hamilton  
Treasury

STATEMENT OF THE TREASURER  
for the period ending December 31, 1997

(Prepared Pursuant to sections 242, 243 and 247 of the Municipal Act,  
R.S.O. 1990, Chapter M.45)

1. REMUNERATION

(a) Members of Council	Salary*
Agro, V. J.	18,916.32
Anderson, T.	20,492.68
Caplan, M.	20,492.68
Collins, C.	20,492.68
Charters, R.	20,492.68
Copps, G.	20,492.68
Corsini, R.P.	1,576.36
D'Amico, F.	20,492.68
Drury, D.	18,916.34
Eisenberger, F.	20,492.68
Haining, D.C.	1,576.36
Horwath, A.L.	1,576.36
Jackson, T.	20,492.68
Kelly, W.P.	1,576.36
Kiss, M.	20,492.68
McCulloch, W.	18,916.32
Merling, H.	18,916.32
Morelli, B.	20,492.68
Morrow, R.	65,576.16
O'Sullivan, P.M.	1,576.36
Ross, D.	18,916.32
Wilson, D.	<u>20,492.68</u>
	<u>\$393,459.06</u>

\*One-third of these amounts deemed to be "Expenses" in accordance with section 255 of the Municipal Act.

b) Committee of Adjustment

**Member-Honourarium**

Dudzic, M.	\$2,600.00
Serwatuk, D.	2,100.00
Begg, E.	2,100.00
Law, B.	2,100.00
Cutler, R.	<u>2,100.00</u>
	<u>\$11,000.00</u>

**Member-Conference Expenses**

Cutler, R.	\$1,166.85
Serwatuk, D.	<u>1,166.85</u>
	<u>\$2,333.70</u>

City of Hamilton  
Treasury

STATEMENT OF THE TREASURER  
for the period ending December 31, 1997

(Prepared Pursuant to sections 242, 243 and 247 of the Municipal Act,  
R.S.O. 1990, Chapter M.45)

(c) License Examining Board

Member	Honorarium
Allison, H.	\$ 1,000.00
Clothier, R.	500.00
Cooper, H.	1,000.00
Gibson, D.	500.00
Green, R.	200.00
Groves, L.	200.00
Hardie, D.	1,200.00
Holms, M.	1,100.00
Kaut, H.	1,000.00
Korz, G.	1,200.00
Langdon, D.	100.00
MacIntyre, D.	1,100.00
Penko, G.	1,000.00
Reilly, M.	200.00
Taffs, R.	500.00
VanDerbeek, P.	1,550.00
Woodrow, B.	1,200.00
Warner, S.	<u>100.00</u>
	<u>\$13,650.00</u>

(d) Historical Board

**Member - Conference Expenses**

Newman, J.	\$204.97
Reiding, V.	<u>204.97</u>
	<u>\$409.94</u>

(e) Local Architectural Conservation Advisory Committee

**Member - Conference Expenses**

Rigby, J.	<u>\$483.83</u>
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City of Hamilton  
Treasury

STATEMENT OF THE TREASURER  
for the period ending December 31, 1997

(Prepared Pursuant to sections 242, 243 and 247 of the Municipal Act,  
R.S.O. 1990, Chapter M.45)

2. EXPENSES

(Residence telephone allowance, travelling and local grant to Mayor)

(a) Members of Council	Amount
Agro, V. J.	924.65
Anderson, T.	278.06**
Caplan, M.	4,462.36
Charters, R.	2,261.99
Collins, C.	3,001.85
Copps, G.	nil
Corsini, R.P.	23.17**
D'Amico, F.	278.06**
Drury, D.	3,266.97
Eisenberger, F.	278.06**
Haining, D.C.	23.17**
Horwath, A.L.	23.17**
Jackson, T.	278.06**
Kelly, W.P.	23.17**
Kiss, M.	278.06**
McCulloch, W.	10,915.67
Merling, H.	254.89**
Morelli, B.	278.06**
Morrow, R.	36,836.57
O'Sullivan, P.M.	23.17**
Ross, D.	254.89**
Wilson, D.	278.06**
	<u>\$64,242.11</u>

\*\*telephone allowance only

(b) Public Library Appointees

**Member - Travel and Conference Expenses**

Down, G.T.	\$ 95.20
Rogers, P.	200.00
Dawna Petsche-Wark	<u>636.28</u>
	<u>\$931.48</u>

(c) H.E.C.F.I. Appointees

**Member - Travel and Conference Expenses**

Alderman T. Anderson	\$3,194.10
Alderman Charters	160.38
Mayor Morrow	<u>2,798.26</u>
	<u>\$6,152.74</u>

(d) Parking Authority Appointees

Nil





**CITY OF HAMILTON**  
**-RECOMMENDATION-**

E.

**DATE:** 1998 February 12th

**REPORT TO:** Alderman D. Wilson, Chairman & Members,  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary,  
Finance and Administration Committee

**SUBJECT:** Information Items

**RECOMMENDATION:**

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - Jack Wilson - By-elections in the City of Hamilton - letter dated 1998 January 23rd
- (b) Information Report - Selection Committee - readvertising of vacancies on the Hamilton Status of Women Sub-Committee - report dated 1998 February 5
- (c) Information Report - City Clerk - Policy respecting the appointment of citizen members to City Committees, Local Boards and Commissions - report dated 1998 February 5
- (d) Correspondence - Federation of Canadian Municipalities - International Office - letter dated 1998 January 30th
- (e) Correspondence - The Hamilton-Wentworth Catholic District School Board - revised levy payment schedule - letter dated 1998 February 3rd
- (f) Information Report - Treasurer - Financial Shared Services - report dated 1998 February 12th

*Susan K. Reeder.*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A

**BACKGROUND:**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.



URBAN/MUNICIPAL  
CAY ON HBL A05  
C51F31  
1998



Urban/Municipal Librarian  
Hamilton Public Library  
2nd Floor

**NOTICE OF MEETING**  
**FINANCE AND ADMINISTRATION COMMITTEE**

Tuesday, 1998 March 3rd  
1:30 o'clock p.m.  
Room 233, City Hall

URBAN MUNICIPAL

MAR 19 1998

GOVERNMENT DOCUMENTS

Susan K. Reeder, Secretary  
Finance and Administration Committee

**AGENDA**

**DELEGATION**

Brian Hinkley, City's representative on the Hamilton Harbour Commission re: various current issues of the Harbour

1. **CONSENT AGENDA**
2. **TREASURER**
  - (a) Update - Current Value Assessment (no copy)
  - (b) Proposed 1997 Year End Closing (copy to follow)
3. **PLASTIMET FIRE COSTS**
  - (a) Treasurer - Financing of Plastimet Fire Costs
  - (b) Chief Administrative Officer - Plastimet Fire Expenditures
4. **GRANTS CO-ORDINATOR**

1998 General Grant Process
5. **HAMILTON PUBLIC LIBRARY**

1998 - 2007 Capital Budget





6. **COMMISSIONER OF HUMAN RESOURCES AND DIRECTOR OF CULTURE & RECREATION**

Summer Student Rates/Co-op Student Rates/Part-Time Rates

7. **HAMILTON PARKING AUTHORITY**

Rental of Bay and King Street site for municipal parking

8. **BUILDING COMMISSIONER**

5% Land Dedication Refund for 88 Stone Church Road East

9. **CITY CLERK**

Temporary Extension of Liquor Licence - Slainte Irish Pub - 1998 March 17th (St. Patrick's Day)

10. **IN CAMERA AGENDA**

11. **OTHER BUSINESS**

12. **ADJOURNMENT**



3. (a)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 February 25

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing of Plastimet Fire Costs

**RECOMMENDATION:**

- (a) That the costs identified in Appendix A relating to the decontamination cleaning of Fire Department apparatus in the amount of \$148,702.60, resulting from the Plastimet fire of 1997 July 9, be financed from the Reserve for Major Repairs to Mobile Equipment CH00103; and,
- (b) That the remaining costs as identified in Appendix A, amounting to \$235,616.16, be financed from the City's 1997 Current Budget Surplus (see separate Surplus Report); and,
- (c) That any subsequent recoveries of such costs as identified in (a) and (b) above, be credited back to the respective reserves; and,
- (d) That the cost to purchase and erect an aluminium portable fence to protect the property at 363 Wellington Street North at an amount not to exceed \$16,000. be financed from the Reserve for Contingency CH001115; and,



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The total costs incurred by City departments, as at December 31, 1997 is \$384,318.76 excluding the \$210,000 required for the 1998 Long-Term Medical Surveillance Programme costs, and the authorized purchase and installation of an aluminium portable fence to protect the property at an amount not to exceed \$16,000.

## BACKGROUND:

Staff last reported on the costs associated with the 1997 July 9 Plastimet fire at 363 Wellington Street North on 1997 September 16, indicating at the time that approximately \$298,000 had been incurred to date by the City of Hamilton. City Fire, Public Works, and other departments have compiled both the internal and external costs attributable to the fire and this report provides an update to those costs as at December 31, 1997. To date, over \$384,000. in out-of-pocket expenditures have been recorded. This amount excludes the \$210,000 required for 1998 Long-Term Medical Surveillance Programme, which has Council authorization to be incorporated into the 1998 Hamilton Fire Department current budget. These costs also exclude the authorized purchase and installation of an aluminium portable fence to protect the property at 363 Wellington Street North at an amount not to exceed \$16,000., which has yet to be financed.

As a result of the fire, third party contractors were hired by some City departments to perform necessary work, both during and after the fire. The greatest costs incurred were the costs of the decontamination cleaning of Fire Department apparatus and ancillary equipment damaged due to air borne particles generated at the Plastimet fire. These costs alone amounted to \$148,702.60 and it is these costs that are being recommended for financing through the Reserve for Major Repairs to Mobile Equipment. (It should be noted that there is a Private and Confidential Information Report before Committee regarding an outstanding claim against the City with respect to this decontamination cleaning.) Additionally, the Public Works and Traffic Department incurred considerable costs through the rental of excavators and related equipment which assisted Fire personnel in the extinguishment of the fire. Costs associated with this expenditure were \$5,500.25.

Ultimate responsibility for the payment of the costs incurred by the City in fighting the Plastimet fire have not yet been determined, however costs incurred nonetheless needed to be paid in the interim. Where the City initiated third party contracts, responsibility for payment at least initially lies with the City. Accordingly, payments for expenses incurred have been paid from work-in-progress accounts specifically set up for the Plastimet fire, although there has been no approved financing as yet for these expenses. The above recommendations are therefore before Committee for authorization of a financing source. It is also being recommended that any subsequent recoveries, through whichever avenues, be credited back to the respective reserves.

It should be noted that since 1997 December 31, the Hamilton Fire Department has incurred additional expenses of approximately \$5,500. related to further repairs directly attributable to damage caused by the Plastimet fire. These and any future expenses will be set up within the Plastimet work-in-progress accounts, and staff will report back to Committee with recommendations for financing these costs once they become known.

c.c. Corporate Management Team



Corporation of the City of Hamilton

**PLASTIMET FIRE COSTS**

As At December 31, 1997

DEPARTMENT	Cleaning - Fire Apparatus	Salaries/ Overtime	Excavators /			Total
			Misc.	Equipment	Hoarding	
Fire Department	\$148,702.60	\$23,659.00		\$46,719.06		\$283,694.19
Public Works and Traffic - Traffic Division		\$1,054.90				\$1,178.68
Public Works and Traffic - Streets Division		\$10,924.88		\$57,088.25	\$10,382.40	\$85,168.52
Building Department					\$92.70	\$92.70
City Clerk / Mayor's Department					\$6,162.92	\$6,162.92
Law Department					\$127.98	\$127.98
C & R - Property Maintenance Division					\$2,333.32	\$2,333.32
Chief Administrative Officer					\$1,130.00	\$1,130.00
Culture and Recreation					\$4,073.50	\$4,073.50
Miscellaneous Other Departments					\$356.95	\$356.95
<b>TOTAL</b>	\$148,702.60	\$35,638.78		\$103,807.31	\$10,382.40	\$384,318.76

Plastimet Costs Incurred / To Be Incurred In 1998:

Public Works - Aluminum Portable Fencing (upset limit)

Fire Department - Tarp / Radio Replacement

Long-Term Medical Surveillance Programme (1998 portion) - financed from 1998 Fire Department current budget

\$16,000.00

\$5,500.00

\$210,000.00

23-Feb-98



3. (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 February 26

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J.G. Pavelka, P. Eng.  
Chief Administrative Officer

**SUBJECT:** Plastimet Fire Expenditures

**RECOMMENDATION:**

That the Mayor formally write to the Province of Ontario requesting reimbursement to offset the costs incurred by the City of Hamilton to deal with the fire at the Plastimet site at 363 Wellington Street North.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

There is no reserve nor any allocation established to deal with state of emergency when declared by the Mayor.

In this case, the City of Hamilton has incurred expenditures of \$384,318.76 for fire fighting, repairs to fire fighting equipment, public works, securing the site, news bulletins to respond to citizen's questions and concerns.

**BACKGROUND:** n/a

**DISCUSSION:**

On September 18, 1997 the Ministry of the Environment recognized the Provincial scale of the emergency that occurred at the Plastimet site in the City of Hamilton by assuming responsibility for the clean-up of the site, for dust suppression, for surface water management and for security.

Prior to the Province of Ontario taking this initiative, the City of Hamilton was required to attend to the fire to contain it. During the fire, costs were incurred by the City of Hamilton to secure the site through boarding. After the fire, it was necessary to undertake repairs to the fire equipment damaged solely when used to deal with this incident.

Finance and Administration Committee  
1998 March 3

From the Province of Ontario's initiative to assume responsibility for the clean-up at the Plastimet site, it appears that the Province has recognized that in such "States of Emergency" that the Province has to assume financial responsibility for such emergencies/disasters.

JGP/sma

c.c. A. Ross, City Treasurer



**CITY OF HAMILTON  
- RECOMMENDATION -**

4.

**DATE:** 1998 February 26

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

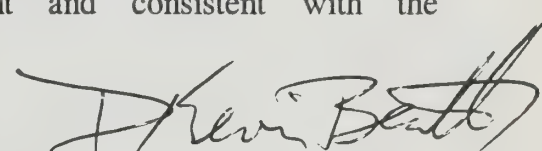
**FROM:** D. Kevin Beattie  
Grants Co-ordinator

**SUBJECT:** 1998 General Grant Process

**RECOMMENDATION:**

The Grants Process Group respectfully recommends:

- a) That the Committee of the Whole consider the 1998 General Grant requests which include written presentations only, at a meeting (subject to confirmation) April 16 1998, 10:00 a.m., with an understanding that any Grant approvals will be conditional on the approval of the 1998 Grants Budget, and;
- b) That all 1998 General Grant applicants be advised of this process;
- c) That the 1998 Convention/Reception Grant process continue in a similar fashion to that used in prior years, namely that this remain as a staff administrative process requiring an appropriate application to be completed, adhering to the funding formula of \$4.00 per participant to a maximum level of \$1,500, and payment of any grant funds be upon receipt of a summary report after the event and consistent with the Convention/Reception Grant Policy.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The proposed grants budget for 1998, as part of the existing policy, has provision for a funding formula which allows for changes in the funding to the extent of the change in assessment. As outlined on the attached Exhibit 1 the 1998 proposed Grants budget has an estimated increase of \$800 reflecting a 0.21 % increase in assessment for a maintenance budget level of \$383,690. Within the proposed budget (Exhibit 1), there is a proposed reduction target package in the amount of \$13,430, consistent with the direction of City Council in approaching the 1998 budget. As indicated in the Exhibit, \$220,260 may be allocated to fund General Grant requests. The remainder is required for committed grants and a \$25,000 allocation for Convention/Reception Grants. To date, there are \$1,381,241 in requests for the 1998 General Grants.

In previous years, the Committee of the Whole considers the General Grants after the approval of the Current Budget. Due to the timing of the Provincial Downloading, implementation of CVA and other budgetary concerns, it is not expected that the 1998 Current Budget will be approved by April 16. Accordingly, it is recommended that any approved grants be conditional on the approval of the grants budget.

**BACKGROUND:**

City Council at its meeting of October 28, 1997 approved the following recommendation of the Twenty-second Report of the Finance and Administration Committee:

- Item 7(b)      "That the process for reviewing and approving all 1998 General Grant applications and the process for the Convention/Reception Grants be considered as soon as possible by the Finance and Administration Committee with the new term of Council."

The recommendation above indicates the tentative date of April 16 for the Committee of the Whole meeting for the general grant consideration which includes written presentations only.

The process for each of the grant programs, General and Convention/Reception, is consistent with that used in prior years. Copies of the applications and policies for these grants are available from the Grants Co-ordinator upon request.

c.c.    Grants Process Group, (J. Pavelka, A. Ross, R. Fair)  
attach.

City of Hamilton  
Treasury

Exhibit 1

## 1998 GRANTS BUDGET - AN OVERVIEW

1997 BUDGET		<u>\$382,890</u>
1997 ACTUAL		<u>\$379,176</u>
1998 BUDGET		
1997 BASE	\$382,890	
ASSESSMENT GROWTH OF 0.21% (FUNDING FORM	<u>\$800</u>	
1998 MAINTENANCE BUDGET		<u>\$383,690</u>
LESS Proposed 3.5% Reduction Target Package		<u>(\$13,430)</u>
1998 PROPOSED ADJUSTED BUDGET		<u>\$370,260</u>
LESS:		
COMMITTED GRANTS:	1998	
Tax Subsidy for Public Housing	<u>AMOUNT</u>	
Lease Agreement for McMaster/Mohawk	\$107,000	
Information Centre within Central Library	\$11,000	
Advertising Grant Applications and Workshop	\$1,000	
Christmas Light Policy for BIA's	<u>\$6,000</u>	
	<u>\$125,000</u>	<u>(\$125,000)</u>
		<u>\$245,260</u>
CONVENTION/RECEPTION ALLOCATION		<u>(\$25,000)</u>
UNALLOCATED GRANT FUNDS -		
TO FINANCE GENERAL GRANT REQUESTS		<u>\$220,260</u>
1998 GENERAL GRANT REQUESTS		<u>\$1,381,241</u>
<b>FUNDING SHORTFALL</b>		<u><b>(\$1,160,981)</b></u>

### SUMMARY OF 1998 GENERAL GRANT REQUESTS

	NO.	AMOUNT
EXISTING OR PREVIOUSLY RECEIVED GRANT FUNDS	48	\$910,919
<b>FIRST TIME APPLICANTS</b>	<b>25</b>	<b>\$470,322</b>
(NOTE: Policy suggests \$18,500 for funding first time)		
	<u>73</u>	<u>\$1,381,241</u>





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5.

**DATE:** 1998 February 13

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Ken Roberts  
Chief Librarian, Hamilton Public Library

**SUBJECT:** 1998-2007 Capital Budget

**RECOMMENDATION:**

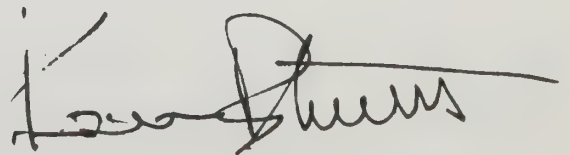
- a) That the attached capital projects for the Hamilton Public Library Board be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget; and
- b) That these capital projects be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

To be reviewed by the Corporate Management Team.

**BACKGROUND:**

The attached capital projects have been approved by the Hamilton Public Library Board for submission to City Council to be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget.





The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Central Library Carpet Replacement  
(b) Type of Project Renovation  
(c) Location 55 York Boulevard  
(d) Scope/Description of Work Replacement of carpeting on six floors of the Central Library  
  
  
  
  
  
  
(e) Remarks \_\_\_\_\_

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department \_\_\_\_\_  
(b) Project Name \_\_\_\_\_  
(c) Start Year \_\_\_\_\_  
(d) Net City Cost \$ \_\_\_\_\_

4. DEPARTMENT PRIORITY ORDER:

# 1 of 3

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION  
(Image of the City, Quality of Life, Transportation) \_\_\_\_\_  
(b) HEALTH/SAFETY/ENVIRONMENT YES  
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT \_\_\_\_\_  
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) \_\_\_\_\_  
(e) ECONOMIC DEVELOPMENT \_\_\_\_\_  
(f) MAINTAIN EXISTING SERVICE  
(Roads, Buildings, Other basic infrastructure) YES  
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) \_\_\_\_\_  
(h) GROWTH RELATED PROJECT \_\_\_\_\_

Describe Justification:

Existing carpet was installed at the time of the opening of the Central Library and has seen over seventeen (17) years of heavy traffic. Carpet is badly worn and stained in many areas. As a result of its condition it is difficult to clean and maintain and may result in health hazards that many result from worn carpets.

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) \_\_\_\_\_  
(b) COMPLETION DATE (YEAR) \_\_\_\_\_  
(c) GROSS COST \$ \_\_\_\_\_

7. PROJECT:

- (a) START DATE (YEAR) 1999  
(b) COMPLETION DATE (YEAR) 1999  
(c) GROSS COST (Start Year Dollars) \$ 635,000  
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \_\_\_\_\_  
(e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_  
(f) NET CITY'S COST \$ 635,000

Note: all amounts rounded to the nearest thousand dollars

**The Corporation of the City of Hamilton**

**1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM**

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

**8. NET EXPENDITURE BY YEAR:**

- 1998	\$	_____	- 2003	\$	_____
- 1999	\$	<u>635,000</u>	- 2004	\$	_____
- 2000	\$	_____	- 2005	\$	_____
- 2001	\$	_____	- 2006	\$	_____
- 2002	\$	_____	- 2007	\$	_____

**9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing	\$	<u>N/A</u>
Building Operations & Maintenance	\$	_____
Other (specify) _____	\$	_____
GROSS COST (All Inclusive)	\$	_____
(b) LESS RECOVERY/REVENUE (specify) _____	\$	_____
(c) NET CITY'S COST	\$	<u>N/A</u>

**Note:** Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

**10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name	<u>Mahendra Shah</u>
(b) Basis of assumptions	_____

**11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**

No X Yes \_\_\_\_; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	_____
(b) AT CITY'S COST OF	\$ _____
(c) SCHEDULED TO START IN THE YEAR	_____

  
Signature of Department Head/  
Local Board Manager

\_\_\_\_\_ Date

**12. FUNDING (Treasury Department To Complete):**

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes \_\_\_\_ No \_\_\_\_

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

**Note:** all amounts rounded to the nearest thousand dollars



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

DEPARTMENT/LOCAL BOARD: Hamilton Public Library Board

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Central Library Renovations  
(b) Type of Project Renovation  
(c) Location 55 York Boulevard  
(d) Scope/Description of Work To complete the renovations of the Central Library's first Floor. Phase I was completed in the spring of 1995. Phase II consists of modifications to the layout of the children's Department, Resource Centre for Disabled Persons and Disability Information Service Helpline areas as well as the meeting/activity rooms on the first and second floors

(e) Remarks \_\_\_\_\_

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department \_\_\_\_\_  
(b) Project Name \_\_\_\_\_  
(c) Start Year \_\_\_\_\_  
(d) Net City Cost \$ \_\_\_\_\_

4. DEPARTMENT PRIORITY ORDER:

# 3 of 3

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION  
(If of the City, Quality of Life, Transportation) \_\_\_\_\_  
(b) HEALTH/SAFETY/ENVIRONMENT \_\_\_\_\_  
(c) RECOMMENDED BY SENIOR LEVELS OF GOVERNMENT \_\_\_\_\_  
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) Yes  
(e) ECONOMIC DEVELOPMENT \_\_\_\_\_  
(f) MAINTAIN EXISTING SERVICE  
(Roads, Buildings, Other basic infrastructure) Yes  
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) \_\_\_\_\_  
(h) GROWTH RELATED PROJECT \_\_\_\_\_

Describe Justification:

The Central Library is now over fifteen years old and these are areas which received extremely heavy use. They now require a general refurbishing. In addition, demand for these services have grown beyond what was anticipated when the building opened and some physical alterations are require to better meet user requirements. The current distribution of space is inefficient and service demands are not well met

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) \_\_\_\_\_  
(b) COMPLETION DATE (YEAR) \_\_\_\_\_  
(c) GROSS COST \$ \_\_\_\_\_

7. PROJECT:

- (a) START DATE (YEAR) 1999  
(b) COMPLETION DATE (YEAR) 2000  
(c) GROSS COST (Start Year Dollars) \$ 609,000  
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \_\_\_\_\_  
(e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_  
(f) NET CITY'S COST \$ 609,000

Note: all amounts rounded to the nearest thousand dollars

**The Corporation of the City of Hamilton**

**1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM**

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

**8. NET EXPENDITURE BY YEAR:**

- 1998	\$	_____	- 2003	\$	_____
- 1999	\$	65,000	- 2004	\$	_____
- 2000	\$	544,000	- 2005	\$	_____
- 2001	\$	_____	- 2006	\$	_____
- 2002	\$	_____	- 2007	\$	_____

**9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):**

(a) Staffing	\$	N/A
Building Operations & Maintenance	\$	_____
Other (specify) _____	\$	_____
GROSS COST (All Inclusive)	\$	_____
(b) LESS RECOVERY/REVENUE (specify) _____	\$	_____
(c) NET CITY'S COST	\$	N/A

**Note:** Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

**10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:**

(a) Project Manager's Name	_____	Mahendra Shah
(b) Basis of assumptions	_____	_____

**11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?**

No \_\_\_\_\_ Yes X; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	195 & 196
(b) AT CITY'S COST OF	\$ 660,000
(c) SCHEDULED TO START IN THE YEAR	1998

Signature of Department Head  
Local Board Manager

\_\_\_\_\_ Date

**12. FUNDING (Treasury Department To Complete):**

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes \_\_\_\_\_ No \_\_\_\_\_

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

**Note:** all amounts rounded to the nearest thousand dollars

The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

DEPARTMENT/LOCAL BOARD: HAMILTON PUBLIC LIBRARY BOARD

2. PROJECT SUMMARY:

- (a) Name (max. of 45 characters) Terryberry Branch Library Retrofit  
(b) Type of Project Renovation  
(c) Location 100 Mohawk Road West  
(d) Scope/Description of Work Refurbishing of circulation desk and redesign of entrance into the main part of the Library.  
  
  
  
  
(e) Remarks \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. REFERENCE TO RELATED PROJECTS:

- (a) Submitting Department \_\_\_\_\_  
(b) Project Name \_\_\_\_\_  
(c) Start Year \_\_\_\_\_  
(d) Net City Cost \$ \_\_\_\_\_

4. DEPARTMENT PRIORITY ORDER:

# 2 of 3

5. PROJECT JUSTIFICATION ("Yes" or "No"):

- (a) STRATEGIC DIRECTION  
(Image of the City, Quality of Life, Transportation) \_\_\_\_\_  
(b) HEALTH/SAFETY/ENVIRONMENT \_\_\_\_\_  
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT \_\_\_\_\_  
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) \_\_\_\_\_  
(e) ECONOMIC DEVELOPMENT \_\_\_\_\_  
(f) MAINTAIN EXISTING SERVICE  
(Roads, Buildings, Other basic infrastructure) Yes  
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) \_\_\_\_\_  
(h) GROWTH RELATED PROJECT \_\_\_\_\_

Describe Justification:

The entrance into the main part of the Terryberry Library is poorly laid out and needs to be revised. In addition the flooring in the entrance is not suitable for the type of traffic at the location and needs replacing. The circulation desk has experience heavy use since it was installed in 1991 and needs refurbishing.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. FEASIBILITY STUDY:

- (a) START DATE (YEAR) \_\_\_\_\_  
(b) COMPLETION DATE (YEAR) \_\_\_\_\_  
(c) GROSS COST \$ \_\_\_\_\_

7. PROJECT:

- (a) START DATE (YEAR) 1998  
(b) COMPLETION DATE (YEAR) 1998  
(c) GROSS COST (Start Year Dollars) \$ 56,000  
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ \_\_\_\_\_  
(e) LESS OTHER RECEIPTS (Specify) \_\_\_\_\_  
(f) NET CITY'S COST \$ 56,000

Note: all amounts rounded to the nearest thousand dollars



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 56,000	- 2003	\$ _____
- 1999	\$ _____	- 2004	\$ _____
- 2000	\$ _____	- 2005	\$ _____
- 2001	\$ _____	- 2006	\$ _____
- 2002	\$ _____	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing	\$ _____
Building Operations & Maintenance	\$ _____
Other (specify) _____	\$ _____
GROSS COST (All Inclusive)	\$ _____
(b) LESS RECOVERY/REVENUE (specify) _____	\$ _____
(c) NET CITY'S COST	\$ <u>N/A</u>

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name	<u>Mahendra Shah</u>
(b) Basis of assumptions	_____

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No X Yes \_\_\_\_; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program)	_____
(b) AT CITY'S COST OF	\$ _____
(c) SCHEDULED TO START IN THE YEAR	_____

  
Signature of Department Head/  
Local Board Manager

\_\_\_\_\_ Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_

(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:

Yes \_\_\_\_ No \_\_\_\_

(c) IF DEBENTURE FINANCING:

(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_

(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

Note: all amounts rounded to the nearest thousand dollars



6.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

FEB 23 1998

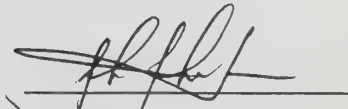
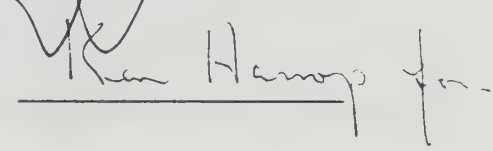
**DATE:** 1998 February 19

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** John Johnston  
Commissioner, Human Resource Services

**FROM:** Ross Fair  
Director of Culture & Recreation

**SUBJECT:** Summer Student Rates/Co-Op Student Rates/Part-Time Rates (C-006-98)

**RECOMMENDATION:**

- a) That in 1998, summer student rates which are not part of a collective agreement and co-op student rates be based on 55% - 60% - 65% of the February 1, 1993 interim rate for the equivalent, matched full time position (first step);
- b) That in 1998 new and returning co-op and summer students be placed in the appropriate steps in accordance with the provisions of Appendix A;
- c) That in 1999 the summer and co-op student grid of 55% - 60% - 65% of the first step of the matched rate be deleted and a grid of 60% - 65% - 70% of the first step of the matched rate be instituted;
- d) That a three step range be re-instituted for Playlot Leader, Camp Counsellor, Tennis Instructor, Special Needs Counsellor and Youth Leader positions from \$6.85 to \$7.22-\$7.70-\$8.18 per hour;
- e) That the part-time rate for the Cashier/Receptionist position be amended from \$7.10 to \$7.25 per hour;
- f) That the Senior Camp Counsellor position be retitled to Camp Kidaca Supervisor and that the rate be amended from \$9.943 to \$11.397-\$11.844-\$12.325 per hour.

## FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

The City hires approximately 440 summer students and 14 college/university co-op students each year (details, by department in Appendix B).

The majority of summer students (251) are paid a negotiated collective agreement rate while the remaining recreation students are paid a set rate which is primarily minimum wage. The Local 5 student rate will increase by 20¢ per hour for 1998 as a result of recent collective bargaining.

Movement to the February 1, 1993 rates for summer students not paid a negotiated collective agreement rate is equivalent to a 1% increase in the rates. There were only two City summer students hired during 1977 which were matched to CUPE 167 positions. Movement of those summer students to 1993 rates would have an estimated budgetary impact of \$425. (Culture & Recreation \$152/Public Works \$273). The financial impact ensuing will be absorbed within existing departmental budget allocations.

Two Senior Camp Counsellors were hired this past summer and movement to the proposed rate would have an estimated budgetary increase of \$1,332.

Revisions to the part-time cashier/receptionist position will have an estimated budgetary impact of \$6,537 based on current budgeted hours.

Modifications to summer recreation rates will have an estimated budgetary impact of \$33,585. based on budgeted hours. Culture & Recreation Department hired approximately 141 students for their playground and Camp Kidaca programs.

Total overall budgetary impact for Culture & Recreation will be in the amount of \$41,605 which will be included in the 1998 Culture & Recreation maintenance budget:-

Summer student	152
Senior Camp Counsellors	1,332
Playlot Leaders, Camp Counsellors, Tennis Instructor, Special Needs Counsellor	33,585
Cashier/Receptionists	<u>6,536</u>
Total	\$41,605

### *Staffing Implications*

An adjustment to the part-time and student rates will maintain our competitiveness in the market place and reduce the high turn-over rate for Culture & Recreation summer students.

## BACKGROUND:

In 1991 the City amended its method of establishing wage rates for both summer and co-op students, except in those instances where they are set in a collective agreement (Local 5/167). This amendment reflected Corporate concerns of equity within the workplace, and the lack of rationale for the original summer student rates. Annual salary increases granted to the balance of the employee population, were automatically applied to these rates, year after year. Co-op student rates had little bearing on the type of work that was being done, reflecting only the discipline and year of study of the incumbent. Base rates reflected the recommendations of the universities and colleges operating co-op programmes.

When the City undertook to amend summer and co-op student rates a survey of other city and large municipalities was conducted to determine what the commonest pay practices were. Nearly all mirrored our practices, and nearly all expressed dissatisfaction with the arrangement: no rationale, and no sense of equity across the organization. Subsequent to the City adopting a 'matching' concept, other municipalities followed suit.

Summer and co-op student rates, where not established by a collective agreement, were set in 1992 at 55%-60%-65% of first step of the equivalent full time position (usually a CUPE 167 position), with the percentage received dependent upon years of service. Co-op students now receive an annual increase as opposed to receiving an increase for each successive four month term spent with the organization. City departments were, and remain, satisfied with this arrangement.

During the Social Contract summer student rates were frozen at 55% of the February 1, 1992 rate while co-op student rates were frozen at 55% of the February 1, 1993 rates. The freeze continued through the 1997 summer and co-op year. Local 5 students rates receive a set rate in accordance with their collective agreement. The rate will increase to \$10.20 per hour for 1998 as a result of recent collective bargaining. The majority of summer students will accordingly receive a 20¢ per hour increase.

Summer and co-op student wage rates were last reviewed in May, 1997. Based on comments received in a survey, Human Resource Services extended the rate freeze which was imposed in 1993 as a result of Social Contract.

Summer student rates have again been reviewed as a result of our survey to Departments to have the same base year (1993) apply for both summer students and co-op students. The City of Hamilton predominantly hires students whose rates are set in a collective agreement - Public Works/Treasury Departments (Local 5 - \$10 per hour during 1997) and the Traffic Division (Local 167 - \$12.477-\$13.905 per hour). The recreational students hired in Culture & Recreation receive a set rate which is primarily minimum wage.



Culture & Recreation requested a review of three positions - the part-time Cashier/Receptionist position currently paid \$7.10 per hour, the Senior Camp Counsellor summer position paid \$9.943 per hour and the summer recreational positions currently receiving \$6.85 (minimum wage) which include Playlot Leaders, Camp Counsellors, Youth Leaders, Tennis Instructor and Special Needs Counsellors. Prior to 1995 the City of Hamilton paid a three step range for the summer recreational positions which included playlot/youth leaders, camp/special needs counsellors and tennis instructors. The range was collapsed to a single rate when the minimum wage was amended to \$6.85 per hour.

The Cashier/Receptionist position was reviewed due to changes in duties. The summer recreation positions were reviewed due to the high turnover of staff during the 1997 summer season. The playlot/youth leader section reported an initial turnover rate of 78.5% (55 out of 70 returning students) during the timeframe from late April to the end of May. A further 40 students were replaced during the month of June and 10 to 15 additional students were replaced during late June and early July. Feedback from students being replaced indicated staff left for higher paid jobs either in Public Works or the private sector. The Senior Camp Counsellor position has been reviewed since the duties are similar to the existing Community Recreation Supervisor position. The Community Recreation Supervisor position currently established as a part time summer student position is paid a three step range - \$11.397-\$11.844-\$12.325 per hour. The duties are similar for both positions except for the type of programs. The Senior Camp Counsellor position oversees and provides guidance to camp counsellors while the Community Recreation Supervisor oversees and provides guidance to playlot leaders.

### **Research**

The Human Resource Services Group surveyed eleven municipalities, all City and Regional departments, educational institutions and the private sector to determine what the prevailing practices and rates should be for summer students and co-op students.

The Regions of Waterloo and York and the City of Burlington have a student rate policy similar to ours: students receive a percentage of a matched position. Some students receive negotiated rates (City of London, Windsor and Region of Niagara). Other municipalities such as Etobicoke, Scarborough provide set rates.

Movement through a grid based on years of service currently occurs at the following municipalities: Burlington (3 steps), Oakville (2 steps), Region of Halton Co-op students (3 steps), Region of Waterloo (5 steps), Region of York (3 steps). Both Burlington and Waterloo offer a higher percentage of the rate for the matched job, than Hamilton currently does.



No department surveyed during 1997 felt that the matched student rates were too high. Treating the two groups of students differently is without value and administratively difficult. It makes sense that summer students and co-op student rates should both be based on February 1, 1993 interim rates (first step) for the summer of 1998.

Educational institutions were surveyed for co-op rates. The rates for co-op positions fell within the range.

Private sector employers reported a wide variance in rates. Dofasco pays all students \$13.88 regardless of the job; Philip - \$8.51 for students working in yards; Proctor & Gamble does not hire students while Stelco pays the prevailing rate for job. Job Class 2, for example, pays \$18.36 per hour.

The Human Resource Services Group also surveyed ten municipalities and five organizations providing outdoor recreation programs to determine what the prevailing practices and rates were for similar positions.

The Cities of Brampton, London, North York, Ottawa and Scarborough currently pay a range for similarly matched Playlot Leader, Camp Counsellor and Youth Leader positions. The range varies from \$6.85 (minimum wage) to \$7.85 per hour for Playlot Leaders and from \$6.85 to \$10.67 per hour for a similarly matched Youth Leader position. Kiwanis in Hamilton currently pays \$7.25 for a Playlot Leader position.

## **Appendix A**

### **City of Hamilton Summer and Co-op Student Rates**

Effective January 1, 1998 summer student and co-op student rates will be matched to the February 1, 1993 (interim rate) CUPE 167 job rates. Jobs associated with CUPE Local 5 will be paid in accordance with that collective agreement.

#### **Co-op Students**

New Co-op Students: All new co-op students will be hired at 55% of the equivalent, matched full time position. The actual rates will be based on the February 1, 1993 interim rates (first step).

Returning Co-op Students: All returning co-op students will be rehired at the next percentage step above the percentage step paid in 1997. The actual rates will be based on the February 1, 1993 interim rates (first step).

Back-to-Back Co-op Terms: Co-op students who, on January 1, 1998 are commencing their second placement in back-to-back work terms, will move to the next percentage step above the percentage step paid in 1997 using the February 1, 1993 interim rates. Co-op students who complete two or more co-op terms in one calendar year are paid at the same percentage step for each term.

#### **Summer Students**

New Summer Students: All new summer students will be hired at 55% of the equivalent, matched full time position. The actual rates will be based on the February 1, 1993 interim rates (first step).

Returning Summer Students: All returning summer students will be rehired at the next percentage step above the percentage step paid in 1997. The actual rates will be based on the February 1, 1993 interim rates (first step).

Effective January 1, 1999 the percentage steps will change from 55%-60%-65% to 60%-65%-70%.

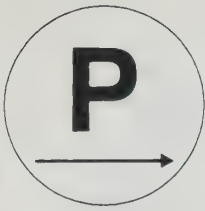
## Appendix B

### City of Hamilton Summary of Summer and Co-op Students Hired in 1997

Department	Co-op Students	Summer Students
Culture & Recreation	5	191
Public Works & Traffic Services (Cemeteries)	0	31
Public Works & Traffic Services (Traffic)	4	18
Public Works & Traffic Services (Public Works)	3	200
Treasury	2	2
TOTALS	14	442







# THE PARKING AUTHORITY OF THE CITY OF HAMILTON

PETER G. BAKER  
GENERAL MANAGER

CHAIRMAN:  
ALDERMAN FRANK D'AMICO

VICE-CHAIRMAN  
ALDERMAN ANDREA HORWATH

MEMBER:  
MAYOR ROBERT MORROW

DATE: February 20, 1998

REPORT TO: Susan K. Reeder, Secretary  
Finance and Administration Committee

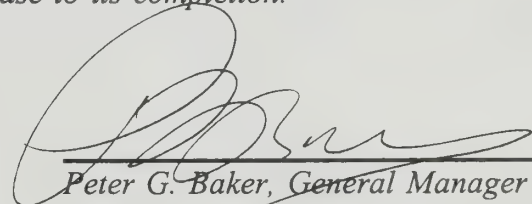
FROM: Peter G. Baker, General Manager  
The Parking Authority of the City of Hamilton

SUBJECT: Rental of Bay and King Street site for Municipal Parking

RECOMMENDATION:

That the City renew its lease with Leggat Investments Limited and Oakland "6" Limited for the lands located at 22 and 30 Bay Street South, Hamilton, plus 191 King Street West, Hamilton (South-west corner of Bay and King Streets), for a period of sixty-two months beginning February 1, 1998 at a net annual rent of \$115,000 per annum (\$9,583.33 per month) up to the end of sixty months; and at a monthly rent of \$13,750 for the last two(2) months.

That the City agree to a participation with the owners of any net profit on a 50/50 basis from the beginning of the fourth year of the lease to its completion.



Peter G. Baker, General Manager

FINANCIAL IMPLICATIONS:

The rental charge on this property has been negotiated downwards by \$50,000 per annum which assures the covering of almost all costs at this facility. Although a profit is not forecast for 1998 at this point in time it is anticipated that the continued increasing downtown activity along with imaginative marketing will create a break-even point at this facility.

BACKGROUND:

This carpark is located in a high profile part of the downtown community. As such it is important for the Municipality to control this important part of the parking market. It also heavily influences the rates being charged by neighbouring private operators when the public is visiting HECFI facilities (especially COPPS Coliseum). This action was approved by the Board of the **Parking Authority** at its January, 1998 meeting.

# 1997 PARKING AUTHORITY BUDGET

Account (1)	Description (2)	1997 Actual (3)	1997 Estimate (4)	1998 Maintenance Budget (5)	Service/ Program Package Reductions (6)	1998 Original Estimate (7)	Council/ Committee Adjustment Inc./ (Dec.) (8)	1997 Resultant Appropriation (9)	Increase / (Decrease) Over 1997 Estimate Amount (10)	% (11)
Centre 91198 King and Bay										
44050 Revenue		276,295	255,000	280,500		280,500		280,500	25,500	10.0%
CENTRE 91196 TOTALS		276,295	255,000	280,500	0	280,500	0	280,500	25,500	10.0%

# 1997 PARKING AUTHORITY BUDGET

Account (1)	Description (2)	1997 Actual (3)	1997 Estimate (4)	1998 Maintenance Budget (5)	Service/ Program Package Reductions (6)	1998 Original Estimate (7)	Council/ Committee Adjustment Inc./ (Dec.) (8)	1997 Resultant Appropriation (9)	Increase / (Decrease) Over 1997 Estimate Amount (10)	% (11)
<b>Centre 91198 King and Bay</b>										
51222 Salaries and Wages		0							7,000	5.2%
53202 Property Tax		167,988	135,500	142,500		142,500		142,500	90	180.0%
55207 Licence Fees		135	50	140		140		140	1,000	80.0%
56135 Parking Tickets		2,218	1,250	2,250		2,250		2,250	650	28.3%
56304 Hydro		2,905	2,300	2,950		2,950		2,950	(8,750)	-54.7%
56333 Security		5,565	16,000	7,250		7,250		7,250	(43,100)	-26.0%
56651 Rent - Property		151,250	165,600	122,500		122,500		122,500	500	33.3%
57101 Equipment - Repairs		2,169	1,500	2,000		2,000		2,000	(1,350)	-22.5%
57200 Grounds - Repairs		4,567	6,000	4,650	0	4,650	0	4,650	(250)	-33.3%
57301 Building Repair		0	750	500	0	500	0	500	(44,210)	-13.4%
		<u>336,796</u>	<u>328,950</u>	<u>284,740</u>	<u>0</u>	<u>284,740</u>	<u>0</u>	<u>284,740</u>		





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

8.

**DATE:** 1998 February 23

**FEB 24 1998**

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** L.C. King  
Building Commissioner

**SUBJECT:** 5% Land Dedication Refund for  
88 Stone Church Road East (98.2.4.2.1.A)

**RECOMMENDATION:**

That after reviewing the evidence and submission of the complainant, Dexter J. McMillan, Solicitor, for the owner of the property, 88 Stone Church Road East, the Council of the City of Hamilton hereby refunds the 5% Land Dedication payment.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Funds of \$2305 will be debited from the 5% Land Dedication account.

**BACKGROUND:**

City Council, at its meeting of 1996 July 9, approved a resolution that the Building Commissioner be authorized and directed to refund to the building permit applicant the equivalent of the 5% land dedication collected by the City under Section 51.1 and 53 of The Planning Act, if;

- (i) the lot being developed is in a plan of subdivision registered before 1997 July 11; and,
- (ii) the building permit is applied for between 1996 July 10 and 1997 July 11; and,
- (iii) the building permit is actually issued by the close of business day of the Building Department on 1997 August 1; and,
- (iv) the proposed building is only a detached single family dwelling as defined by Zoning By-Law No. 6593.

The subject property was sold by the City to 892987 Ontario Inc., 23 Watson's Lane, Unit 8, Dundas Ontario L9H 5G9, with the condition that the new owner enter into Lot Grading Agreement with the City prior to the issuance of a building permit. On 1997 June 18, the owner applied for a building permit, and all the required information for a building permit was submitted with the application, except the Lot Grading Agreement. The new Lot Grading Agreement for these lands prepared by our Law Department was not available to the owner's lawyer until 1997 July 30. The deadline for the 5% refund required the building permit to be issued by 1997 August 1. Therefore, it was impossible for the owner to return the signed agreement and obtain a building permit by 1997 August 1. The building permit for the subject property was issued on 1997 August 28

Based on the above circumstances, this Department recommends full refund of the 5% land dedication payment to the owner.

LCK/WW/zr

9.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 February 27

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Temporary Extension of Liquor Licence - Slainte Irish Pub - 1998 March 17th  
(St. Patrick's Day)

**RECOMMENDATION:**

That the Alcohol and Gaming Commission of Ontario be advised that the City of Hamilton has no objection to the issuance of a Temporary Extension of Premises licence to the Slainte Irish Pub, 33 Bowen Street on Tuesday, 1998 March 17th from 11:00 o'clock a.m. to 2:00 o'clock a.m. for a 1000 square foot tent adjacent to their premises as part of their St. Patrick's Day Celebrations, subject to the following conditions:

- (a) That the City's Noise By-law be adhered to; and,
- (b) That the extension area to be licensed is barricaded in accordance with the A.G.C.O. regulations; and,
- (c) That the security arrangements for this event are made to the satisfaction of the Hamilton-Wentworth Regional Police.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A

**BACKGROUND:**

A request has been received from the Slainte Irish Pub, 33 Bowen Street for a letter from the City to indicate that the City has no objection to the issuance of a Temporary Extension of Premises licence for the above-noted event.

Approval of the above-noted resolution does not approve the Temporary Extension, but rather allows the Alcohol and Gaming Commission of Ontario (formerly the L.L.B.O.) to give consideration to the application.





**CONSENT AGENDA**

**FINANCE AND ADMINISTRATION COMMITTEE**

**Tuesday, 1998 March 3rd**

**1:30 o'clock p.m.**

**Room 233, City Hall**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Minutes of the regular meeting held on Tuesday, 1998 February 17th

**B. TREASURER**

Authorization to Enter into Extension Agreements on Specific Properties for the Payment of Realty Tax Arrears

**C. REFERRALS FROM OTHER COMMITTEES**

Financing - City Hosting of Canadian Gymnastics Championships on 1998 May 25 - 30 and the O.F.S.S.A. Ontario Gymnastics Championships 1998 April 20 - 24.

**D. CITY SOLICITOR**

By-law - The Renovation and Retrofit of the Huntington Park Recreation Centre

**E. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items



Tuesday, 1998 February 17  
1:30 o'clock p.m.  
Room 233, City Hall

A.

**The Finance and Administration Committee met.**

**Present:** Alderman D. O'Sullivan, Vice-Chairman  
Robert M. Morrow  
Alderman M. Caplan  
Alderman A. Horwath  
Alderman D. Haining  
Alderman C. Collins  
Alderman B. Charters  
Alderman B. Kelly

**Regrets:** Alderman D. Wilson - Illness

**Also Present:** Alderman R. Corsini  
J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
T. Bradbury, Treasury Department  
C. Mascarenhas, Treasury Department  
P. Noé Johnson, City Solicitor  
P. Hooker, Law Department  
J. Johnston, Commissioner of Human Resources  
N. Catalano, Director of Economic Development  
J. Schatz, City Clerk  
R. Desnoyers, City Clerk's Department  
Fire Chief W. Shoemaker  
L. King, Building Commissioner  
M. Bryan, Hamilton Halton Homebuilders Assn.  
L. Spzierglass, Hamilton Halton Homebuilders Assn.  
S. Glass, KPMG  
K. Christenson, Acting Secretary

**A G E N D A**

**1. DELEGATION/PRESENTATION - Mike Bryan, President and Larry Spzierglass, Director, Hamilton Halton Homebuilders Association - Update Report on the Joint Partnership Agreement re: Downtown**

The Committee was in receipt of correspondence received 1998 February 13th, from the Hamilton Halton Home Builders' Association (HHHBA), respecting the above noted matter.

Mr. Bryan and Mr. Spzierglass appeared before the Committee and spoke to the subject matter.

Mr. Pavelka and Mr. Catalano reviewed the chronology of the project to date, the method of payment approvals and the projects organizational structure. Following discussion, the Committee agreed that the following project organizational structure as presented by Mr. Pavelka and Mr. Catalano be established for this project:

- (a) Mr. Catalano will co-ordinate and be the liaison between the HHHBA, The City and the Region.
- (b) Mr. Gede, and in his absence, Mr. Bryan and Mr. Spzierglass are the contact people for the HHHBA.
- (c) All invoicing and monthly reports will be provided to Mr. Catalano.

- (d) Mr. Catalano to review invoices and provide payment recommendation to Mr. Pavelka and Mr. Fenn.
- (e) Mr. Catalano to provide monthly project reports to the Finance and Administration Committee.
- (f) The HHHBA to appear as requested by the Finance and Administration Committee.
- (g) The HHHBA will be providing a finished product in 1998 September that addresses:
  - (i) downtown infrastructure
  - (ii) planning concepts and designs for potential residential developments
  - (iii) market research on the type, size and density on market driven residential development
  - (iv) public consultation with downtown stakeholders (BIA, International Village, HCA, etc.)
  - (v) awareness/marketing campaign

## **2. CONSENT AGENDA**

### **A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

The Committee was in receipt of the minutes of its regular meeting held on Tuesday, 1998 February 3rd, and approved these minutes as circulated.

### **B. CITY SOLICITOR - A By-law to authorize an Agreement with the Hamilton East Kiwanis Boys' and Girls' Club Inc.**

The Committee was in receipt of a report from the City Solicitor dated 1998 February 4, respecting the above noted matter, and approved the following:

That the appropriate By-law to authorize a Municipal Capital Facility Agreement with the Hamilton East Kiwanis Boys' and Girls' Club Inc. be enacted by City Council.

### **C. DIRECTOR OF CULTURE AND RECREATION**

#### **(i) Emergency Roof Repairs**

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1998 February 2, respecting the above noted matter.

The Committee approved the following:

That approval be given to establish an open order with A.M. Roofing Systems Incorporated of Hamilton Ontario, for Roof Repairs as and when required for 1998, 1999 and 2000 at an hourly charge-out rate of \$47, \$48 and \$49 respectively, being the lowest tender received in accordance with specifications issued by the Purchasing Division 1998 January.



(ii) Award of Contract - Installation of Generator - City Hall

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1998 February 6, respecting the above noted matter.

The Committee approved the following:

- (a) That approval be given to issue a purchase order in the amount of \$105,930 inclusive of a Contingency (\$10,000) & G.S.T. (\$6,930) to commission Arc-Tech Contracting Ltd. of Hamilton for the installation of the emergency generator at City Hall, being the lowest price of two quotations received in accordance with the specifications (Ref: C6-4797) issued by the Purchasing Division; and,
- (b) That the expenditure be financed from Capital Fund Accounts - Uninterruptable Power Supply - City Hall - CF319541007 (\$81,765.13), Split Power Supply - City Hall - CF319541006 (\$5,215.41) & C.U.P.- Capital Replacement-CF319651022 (\$18,949.46).

(iii) Approval of Boilers - City Hall Boiler Installation Tender

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1998 January 29, respecting the above noted matter, and approved the following:

- (a) That approval be given to specify Volcano Boilers manufactured by Thermogenics Inc. of Aurora Ontario, in a tender for the supply and installation of new boilers, and that the amount of \$155,020 inclusive of GST (\$9,436) be included as an allowance in said specification; and,
- (b) That the complete project be financed from Capital Fund Accounts - Replace Boilers - City Hall - CF319741037 (\$145,000) and Domestic Hot Water System - City Hall - CF319251003 (\$100,000).

D. TREASURER - Remuneration and Expenses Paid to Members of Council and Members of Other Bodies for the year 1997

The Committee was in receipt of a report from the Treasurer dated 1998 February 9, respecting the above noted matter.

Mr. Ross distributed a revised copy of the appendices page headed " 2. Expenses".

Subsequently, the Committee approved the following:

That the statement of the Treasurer summarizing remuneration and expenses paid to Members of Council and Members of Other Bodies for the year 1997, attached hereto as Appendix "A" be received by City Council.

E. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1998 February 12th, respecting Information Items.

The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - Jack Wilson - By-elections in the City of Hamilton - letter dated 1998 January 23rd
- (b) Information Report - Selection Committee - readvertising of vacancies on the Hamilton Status of Women Sub-Committee - report dated 1998 February 5
- (c) Information Report - City Clerk - Policy respecting the appointment of citizen members to City Committees, Local Boards and Commissions - report dated 1998 February 5
- (d) Correspondence - Federation of Canadian Municipalities - International Office - letter dated 1998 January 30th
- (e) Correspondence - The Hamilton-Wentworth Catholic District School Board - revised levy payment schedule - letter dated 1998 February 3rd
- (f) Information Report - Treasurer - Financial Shared Services - report dated 1998 February 12th

3. **TREASURER**

(a) **Update - Current Value Assessment (verbal report)**

Mr. Ross and Mr. Bradbury updated the Committee on the issue of Current Value Assessment. Following discussion, the Committee approved that the item be received.

At this point, the Committee agreed to amend the agenda order and deal with the Private and Confidential Agenda.

4. **IN CAMERA AGENDA**

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session, and approved the following:

AA. **CITY CLERK - Declaration of Surplus Properties: 319-321 King Street East; 647-649 King Street East; 1063-1071 Barton Street East**

- (a) That the following properties be declared surplus to the requirements of the City of Hamilton in accordance with the Realty Sales Procedural By-law 95-049:
  - (i) 319-321 King Street East
  - (ii) 647-649 King Street East
  - (iii) 1063-1071 Barton Street East
- (b) That the Real Estate Division be authorized and directed to sell these properties in accordance with the Real Property Sales Procedural By-law.

**BB. CITY SOLICITOR****(i) Information Report - Electronic Gaming Machines (VLT)**

That the Private and Confidential information report from the City Solicitor dated 1998 February 10, respecting the above noted matter be received and referred to the Planning and Development Committee.

**(ii) Status Report - Hamilton Harbour and The Canada Marine Act**

1. That the City of Hamilton make a presentation before the Senate hearings on The Canada Marine Act, Bill C-9.

The Committee further approved the following recommendation;

2. That the Hamilton Harbour Commissioners be requested to provide the City of Hamilton with the following financial information relating to the Hamilton Harbour Commission within 14 (fourteen) days;

- (a) Information relating to the current five-year capital budget, including:

- (i) A list of the projects included in the budget and the nature/purpose of the project/expenditure; and,
- (ii) Whether the expenditure represents an improvement/addition to existing capacity or whether it relates to a maintenance/replacement expenditure required to sustain existing capacity; and,
- (iii) Copies of any available economic or feasibility studies or similar documents/analyses prepared in support of the budgeted expenditures; and,
- (iv) Information on the present stage of each project (i.e., whether the project has been designed, whether the costs have been estimated, whether the project has been put out to construction companies for tender, whether the project is in progress, etc.); and,
- (v) How the expenditure will be financed (i.e. from existing investments reserved for future improvements, from future cash flow, from debt, etc.); and,

- (b) Any available operating budgets (i.e., budgeted statements of revenue and expenses and or budgeted balance sheets); and,

- (c) A list of tenants/leases (for both existing tenants/leases and any leases that have been signed for future tenants) setting out the following:

- (i) The property (Pier #) and the name of the tenant; and,
- (ii) The terms of the lease, including monthly or periodic required rental payments, the maturity date of the lease and whether the lease is on a gross or net basis; and,

- (d) The full audited financial statements (complete with notes and supporting schedules including the fixed asset and depreciation schedule) for the Harbour for the years 1980 to 1984, 1986 and 1989; and,

- (e) Certain financial statements that have been provided to us for 1990 and subsequent years include various schedules of revenue, expenses and fixed assets, including:
  - (i) Schedule of Revenue; and,
  - (ii) Schedule of Operating Expenses; and,
  - (iii) Schedule of Administrative, Office and General Expenses; and,
  - (iv) Schedules of Fixed Assets (including Land, Docks and Harbour Improvements, Buildings, and Vessels and Equipment).

However, we are missing (and are therefore requesting) these schedules for the following years:

- (1) 1994; and,
  - (2) 1995 (Schedule of Vessels and Equipment only); and,
- (f) It would appear that the detailed revenue/expense/fixed asset data was included in the financial statements for years prior to 1990. If so, then this information would be included in the financial statements requested above in point (iv). However, to the extent that the schedules of revenue, expenses and fixed assets were prepared for years prior to 1990 (and are not otherwise disclosed in the financial statements), then please provide these detailed schedules for such prior years; and,
- (g) That any further information requested by the City through KPMG, Chartered Accountants for the City of Hamilton on harbour issues, be provided within 30 (thirty) days as set out in the Walsh Decision.

**CC. ADDED - CITY SOLICITOR AND TREASURER - City Motor Hotel Realty Tax Arrears.**

The Committee agreed that the item be received.

**3. TREASURER (continued)**

**(b) Procurement Card Pilot Project**

The Committee was in receipt of a report from the Treasurer dated 1998 February 6, respecting the above noted matter, and approved the following:

- (a) That the Pilot Procurement Card Program be adopted on an ongoing basis in accordance with the procedures established for the program; and,
- (b) That cardholder additions occur only when specifically requested by a City Department and reviewed/approved by the Department Head of the requesting department, and be in keeping with the parameters approved for this program; and,
- (c) That the procurement card program be included in the banking tender scheduled for the fall of 1998.



**5. TREASURER AND CITY CLERK - Grey Cup Audited Financial Statements**

The Committee was in receipt of a joint report from the Treasurer and the City Clerk dated 1998 February 6, respecting the above noted matter.

Following brief discussion, the Committee approved the following:

- (a) That the audited Financial Statements for Grey Cup 1996 Hamilton Inc., as prepared by MacGillivray Partners - Chartered Accountants, for the period ended February 28, 1997 be received; and,
- (b) That the City portion of \$586,362.38 be financed from the Reserve for Working Funds, Account Centre No. CH 00172.

**6. CITY SOLICITOR - Property and Liability Insurance Coverage Remarket**

The Committee was in receipt of a report from the City Solicitor dated 1998 February 9, respecting the above noted matter.

Following brief discussion, the Committee approved the following:

- (a) That, based upon information and quotations received from Dalton Timmis Group, Inc., the City's current Insurance Brokers, the City purchase insurance coverage for the term 1998 March 1 to 1999 March 1, at a total cost of \$549,868, plus PST, in accordance with Appendix "B" attached hereto; and,
- (b) That the Mayor and the City Clerk be authorized to execute all necessary documentation in a form satisfactory to the City Solicitor; and,
- (c) That the City Solicitor be authorized to cancel the following policy, rendered redundant, effective 1997 March 1, because of the encompassing Public Officials Liability Insurance Policy:

Association Liability Insurance with Chubb Insurance Company of Canada (Policy No. 8130-23-76D) in respect of the Hamilton Public Library Board.

**7. CHIEF ADMINISTRATIVE OFFICER - United Way - Loaned Representatives**

The Committee was in receipt of a report from the Chief Administrative Officer dated 1998 January 26, respecting the above noted matter, and approved the following:

- (a) That the City of Hamilton continue to support the United Way by participating in the Loaned Representative Program by providing a City employee to work on a full time basis on the annual fund raising campaign in 1998 by the Building Department, and;
- (b) That the City of Hamilton promote the United Way Campaign and simultaneously acknowledge the efforts of its dedicated employee by recognizing this employee's contribution at the beginning of a Council meeting after the Loan Representative Program.

**8. 1998 - 2007 PROVISIONAL CAPITAL BUDGETS****(a) Fire Department**

The Committee was in receipt of a report from the Fire Chief dated 1998 February 6, respecting the Fire Department's 1998-2007 Provisional Capital Budget.

The Committee approved the following:

- (a) That the attached Capital Projects from the Fire Department be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget Program; and,
- (b) That these Capital Projects be reviewed by the Management Team for consideration by the Committee of the Whole and City Council.

**(b) City Clerk's Department**

The Committee was in receipt of a report from the City Clerk dated 1998 February 13, respecting City Clerk's 1998-2007 Provisional Capital Budget.

Brief discussion ensued with respect to the implication of the purchase of the vote tabulators and the number of poll locations for the next election. Mr. Schatz indicated that he would provide the Committee with details on the poll location reductions by ward prior to the Committee of the Whole Budget meeting.

Subsequently, the Committee approved the following:

- (a) That the attached Capital Project from the City Clerk's Department be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget Program; and,
- (b) That these Capital Projects be reviewed by the Management Team (Capital Budget Sub-Committee) for consideration by the Committee of the Whole and Council.

**(c) Information System's Department**

The Committee was in receipt of a report from the Director of Information Systems dated 1998 February 11, respecting Information Systems Department's 1998-2007 Provisional Capital Budget Program.

The Committee approved the following:

- (a) That the attached Capital Projects from the Information Systems Department be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget Program; and,
- (b) That these Capital Projects be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council.

**(d) Culture and Recreation Department/Property Division**

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1998 February 10, respecting the Department of Culture and Recreation - 1998-2007 Provisional Capital Budget.

The Committee approved the following:

- (a) That the attached Capital Projects from the Department of Culture and Recreation for facilities within the jurisdiction of the Finance and Administration Committee be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget Program; and,
- (b) That these Capital Projects be reviewed by the Management Team for consideration by the Committee of the Whole and City Council.

(e) **Treasury Department - Corporate Financial and Human Resources System Replacement**

The Committee was in receipt of a report from the Treasurer dated 1998 February 10, respecting the Capital Budget - Corporate Financial & Human Resource System Replacement - 1998-2007 Provisional Capital Budget.

The Committee approved the following:

- (a) That the attached Capital Project from the Treasury Department be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget Program; and,
- (b) That this Capital Project be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council.

(f) **Hamilton Non-Profit Housing Corporation/Hamilton Housing Corporation**

The Committee was in receipt of a report from the General Manager of the Hamilton Non-Profit Housing Corporation/Hamilton Housing Corporation dated 1998 February 11, respecting 1998-2007 Provisional Capital Budget Program - Municipal Non-Profit (Hamilton) Housing Corporation and the Hamilton Housing Company.

The Committee approved the following:

- (a) That the attached Capital Projects from the Municipal Non-Profit (Hamilton) Housing Corporation and Hamilton Housing Company Limited be considered for inclusion in the ten year 1998-2007 Provisional Capital Budget Program; and,
- (b) That these Capital Projects be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council.

9. **DIRECTOR OF CULTURE AND RECREATION - Community Energy System - Update and Opportunities in Hamilton Study**

The Committee was in receipt of a report from the Director of Culture & Recreation dated 1998 February 11, respecting the above noted matter.

The Committee discussed representation on the Steering Committee and agreed that while Alderman Charters had been appointed with Alderman Eisenberger to be the Regional representatives, one representative from each organization was adequate and that he would serve as the City representative while Councillor Eisenberger would act as the Regional representative. Subsequently, the Committee approved the following:



- (a) That the Community Energy Opportunities in Hamilton Study (Executive Summary) dated 1997 December, prepared by the Energy Technology Centre, Natural Resources Canada, available for viewing in the office of the Committee Secretary, be accepted; and,
- (b) That the concept of a Community Energy System for Downtown Hamilton be pursued by the City/Region and Natural Resources Canada, on a cost shared basis subject to inclusion in the 1998 Capital Budget, by proceeding with the development process including the completion of various investigations that amongst other things will, confirm the heating loads of potential users of energy, confirm the economics of the cooling component, identify the various options for partners as far as capital investment and energy sources, complete a market survey of potential users, detail the options available for the ownership and operation of the project, map out the various options for implementation, investigate and detail the various legal implications and necessary contractual arrangements for the supply of heating and cooling; and,
- (c) That a joint City/Region - Staff Technical Advisory Group and Political Steering Committee be established as a Community Energy Group to further develop the project. The staff group will among other tasks, appoint a project leader, coordinate the completion of a detailed feasibility study including full economic assessment and development options, conduct an initial marketing campaign, investigate the interest from outside parties and broaden the scope of the study to include a cooling component of the Community Energy System. Work done by the Staff Group will be directed through the Steering Committee to the City Finance & Administration Committee and Regional Environmental Services Committee; and,
- (d) That Alderman Bob Charters be appointed as the City of Hamilton representative on this Steering Committee; and,
- (e) That the Regional Municipality of Hamilton Wentworth and the Energy Technology Group, Natural Resources Canada be informed of this decision.

#### 10. CITY CLERK

(a) Information Report - Health Sciences Corporation - Appointments

The Committee was in receipt of an information report from the City Clerk dated 1998 February 9, respecting the above noted matter.

The Committee discussed the appointment of members to the Health Sciences Corporation and subsequently approved the following:

That Alderman Bob Charters and Alderman Marvin Caplan be appointed to meet with the Hamilton Health Sciences Corporation Board of Trustees respecting the role and mandate of the Corporation of the City of Hamilton representatives on the Board.

(b) Amendment to Master Lease between the Regional Municipality of Hamilton-Wentworth and the City of Hamilton for space at City Hall

The Committee was in receipt of a report from the City Clerk dated 1998 February 10, respecting the above noted matter.

Following brief discussion, the Committee approved the following:



- (a) That the Master Lease between The Regional Municipality of Hamilton-Wentworth and the City of Hamilton be amended by increasing the space leased by the Region at City Hall by approximately 7,453 square feet (first floor); and,
- (b) That the rental payment be increased (7,453 x \$12 per square foot) by \$89,436 per annum or \$7,453 per month and that any further lease area amendments be calculated at a rate of \$12 per square foot; and,
- (c) That the lease commence thirty (30) days after the Region has completed its tenant improvements which improvements are to be at the Region's cost; and,
- (d) That the Mayor and City Clerk be authorized and directed to execute a Lease Amendment Agreement in a form satisfactory to the City Solicitor.

#### 11. REFERRALS FROM CITY COUNCIL

(a) Correspondence - The Hamilton Harbour Commissioners - Five (5) Year Capital Budget

The Committee was in receipt of correspondence from the Hamilton Harbour Commissioners dated 1998 February 6, respecting the above noted matter.

The Committee approved that the item be received.

(b) Correspondence - The Hamilton Harbour Commissioners - Memorandum of Agreement, September 29, 1997

The Committee was in receipt of correspondence from the Hamilton Harbour Commissioners dated 1998 January 26, respecting the above noted matter.

Following discussion, the Committee approved the following:

- (a) That correspondence from the Secretary to the Hamilton Harbour Commissioners dated 1998 January 26, respecting Memorandum of Agreement, September 29, 1997, be received; and,
- (b) That the Hamilton Harbour Commissioners be advised that the City of Hamilton has not agreed with the positions put forward under items 5(1) and (2) of the Board of the Hamilton Harbour Commissioners resolution, referred to in correspondence dated 1998, January 26 from the Secretary to the Board of Commissioners to the City Clerk respecting the Memorandum of Agreement, September 29, 1997; and,
- (c) That the Hamilton Harbour Commissioners be advised that as per section 5(3) of their correspondence, for the purposes of meetings as projected by 1998 March 14, the City of Hamilton representatives are Mayor Morrow, Alderman Charters and Alderman Collins.

**12. CORRESPONDENCE****(a) Hamilton International Air Show Foundation - Request for City to support a Civic Reception**

The Committee was in receipt of correspondence from the Hamilton International Air Show Foundation dated 1998 January 22, respecting the above noted matter.

**(i) Information Report - Committee Secretary**

The Committee was in receipt of an information report from the Committee Secretary dated 1998 February 3, respecting 1998 Civic Reception - Hamilton International Air Show - Friday, 1998 June 19.

Following discussion, the Committee approved the following:

- (a) That the City of Hamilton host a Civic Reception - Crew/Volunteer Appreciation Night on 1998 June 19 for the 1998 Hamilton International Air Show, at a cost not to exceed \$5,000.; and,
- (b) That the funding for this expenditure be financed from the Special Civic receptions and Delegations Hostings Account No. CH 55314 84010.

**(b) Correspondence - The Hamilton-Wentworth Catholic District School Board - re: Hamilton-Wentworth Catholic District School Board representative to the Hamilton Public Library Board**

The Committee was in receipt of correspondence from the Hamilton-Wentworth Catholic District School Board dated 1998 February 6, respecting the above noted matter.

The Committee discussed the current process for appointments to the Library Board from the Boards of Education and following discussion, approved the following:

That Section 12 of the Seventeenth Report of the Finance and Administration Committee for 1996, adopted by City Council at its meeting held 1996 October 29, respecting the request that the Hamilton Board of Education and the Hamilton-Wentworth Roman Catholic Separate School Board provide the City with a list of nominee recommendations for the City's consideration in appointing School Board representatives to the Hamilton Public Library Board, be rescinded.

**13. TABLED ITEM - Appointment of Citizen Members to the Hamilton Farmers Market Sub-Committee**

The Committee was in receipt of a memorandum from the Committee Secretary dated 1998 February 5, respecting the above noted matter.

Following discussion on the make-up of the Sub-Committee, the Committee agreed that the composition should be amended to allow for more political input. Subsequently, the Committee approved the following:

- (a) That the composition of the Hamilton Farmers Market Sub-committee be amended by increasing the number of City Council representatives from two to three and reducing the number of Citizen members from two to one; and,

- (b) For the information of City Council, the Finance and Administration Committee have made the following appointments to the Farmers Market Sub-Committee;

Alderman Marvin Caplan  
Alderman Bill Kelly  
Alderman Duke O'Sullivan  
Mr. Frank Berry (for a term to expire 2000 November 30)

14. OTHER BUSINESS

(a) Sub-Committee Review

Alderman Collins raised the issue of assessing the Finance and Administration Committee Sub-Committee's and following brief discussion the Committee approved the following;

That the Finance and Administration Committee undertake a complete review of the mandates and composition of its Sub-Committees.

(b) Sheraton Hotel

The Committee briefly discussed the issue of arrears payments by the Sheraton Hotel to the City and subsequently directed that the C.A.O. and Treasurer report on the status of these payment on a regular basis.

15. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN D. O'SULLIVAN, VICE-CHAIRMAN  
FINANCE AND ADMINISTRATION COMMITTEE

Kevin C. Christenson  
Acting Secretary  
1998 February 17





1998 February 24

City of Hamilton  
Treasury

STATEMENT OF THE TREASURER  
for the period ending December 31, 1997

(Prepared Pursuant to sections 242, 243 and 247 of the Municipal Act,  
R.S.O. 1990, Chapter M.45)

Appendix "A" referred  
to in Section 6 of the  
SIXTH Report of  
the Finance and  
Administration  
Committee for 1998

1. REMUNERATION

(a) Members of Council	Salary*
Agro, V. J.	18,916.32
Anderson, T.	20,492.68
Caplan, M.	20,492.68
Collins, C.	20,492.68
Charters, R.	20,492.68
Copps, G.	20,492.68
Corsini, R.P.	1,576.36
D'Amico, F.	20,492.68
Drury, D.	18,916.34
Eisenberger, F.	20,492.68
Haining, D.C.	1,576.36
Horwath, A.L.	1,576.36
Jackson, T.	20,492.68
Kelly, W.P.	1,576.36
Kiss, M.	20,492.68
McCulloch, W.	18,916.32
Merling, H.	18,916.32
Morelli, B.	20,492.68
Morrow, R.	65,576.16
O'Sullivan, P.M.	1,576.36
Ross, D.	18,916.32
Wilson, D.	<u>20,492.68</u>
	<u>\$393,459.06</u>

\*One-third of these amounts deemed to be "Expenses" in accordance with section 255 of the  
Municipal Act.

b) Committee of Adjustment	
Member-Honourarium	
Dudzic, M.	\$2,600.00
Serwatuk, D.	2,100.00
Begg, E.	2,100.00
Law, B.	2,100.00
Cutler, R.	<u>2,100.00</u>
	<u>\$11,000.00</u>
Member-Conference Expenses	
Cutler, R.	\$1,166.85
Serwatuk, D.	<u>1,166.85</u>
	<u>\$2,333.70</u>

1998 February 24

City of Hamilton  
Treasury

STATEMENT OF THE TREASURER  
for the period ending December 31, 1997

(Prepared Pursuant to sections 242, 243 and 247 of the Municipal Act,  
R.S.O. 1990, Chapter M.45)

(c) License Examining Board

Member	Honorarium
Allison, H.	\$ 1,000.00
Clothier, R.	500.00
Cooper, H.	1,000.00
Gibson, D.	500.00
Green, R.	200.00
Groves, L.	200.00
Hardie, D.	1,200.00
Holms, M.	1,100.00
Kaut, H.	1,000.00
Korz, G.	1,200.00
Langdon, D.	100.00
MacIntyre, D.	1,100.00
Penko, G.	1,000.00
Reilly, M.	200.00
Taffs, R.	500.00
VanDerbeek, P.	1,550.00
Woodrow, B.	1,200.00
Warner, S.	<u>100.00</u>
	<u>\$13,650.00</u>

(d) Historical Board

Member - Conference Expenses

Newman, J.	\$204.97
Reiding, V.	<u>204.97</u>
	<u>\$409.94</u>

(e) Local Architectural Conservation Advisory Committee

Member - Conference Expenses

Rigby, J.	<u>\$483.83</u>
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## 1998 February 24

City of Hamilton  
Treasury

### STATEMENT OF THE TREASURER for the period ending December 31, 1997

(Prepared Pursuant to sections 242, 243 and 247 of the Municipal Act,  
R.S.O. 1990, Chapter M.45)

#### 2. EXPENSES

(Residence telephone allowance, travelling and local grant to Mayor)

(a) Members of Council	Amount
Agro, V. J.	924.65
Anderson, T.	278.06**
Caplan, M.	4,462.36
Charters, R.	2,261.99
Collins, C.	3,001.85
Copps, G.	nil
Corsini, R.P.	23.17**
D'Amico, F.	278.06**
Drury, D.	3,266.97
Eisenberger, F.	278.06**
Haining, D.C.	23.17**
Horwath, A.L.	23.17**
Jackson, T.	278.06**
Kelly, W.P.	23.17**
Kiss, M.	278.06**
McCulloch, W.	10,915.67
Merling, H.	254.89**
Morelli, B.	278.06**
Morrow, R.	41,838.58
O'Sullivan, P.M.	23.17**
Ross, D.	254.89**
Wilson, D.	278.06**
	<u>\$69,244.12</u>

\*\*telephone allowance only

#### (b) Public Library Appointees

##### Member - Travel and Conference Expenses

Down, G.T.	\$ 95.20
Rogers, P	200.00
Dawna Petsche-Wark	<u>636.28</u>
	<u>\$931.48</u>

#### (c) H.E.C.F.I. Appointees

##### Member - Travel and Conference Expenses

Alderman T. Anderson	\$3,194.10
Alderman Charters	160.38
Mayor Morrow	<u>2,798.26</u>
	<u>\$6,152.74</u>

#### (d) Parking Authority Appointees

Nil

1998 February 24

Appendix "B" referred  
to in Section 10 of the  
SIXTH Report of  
the Finance and  
Administration  
Committee for 1998

- 1) Commercial General Liability Insurance
  - (a) Primary Liability Coverage from Royal Insurance Company of Canada in the limit of \$1,000,000 carrying a deductible of \$500,000 at a premium of \$98,860;
  - (b) Umbrella Liability Coverage from Elliott Special Risks in the limit of \$5,000,000 at a premium of \$42,300;
  - (c) Primary Excess Liability Coverage from Gerling Global General Insurance Company in the limit of \$10,000,000 at a premium of \$15,000;
  - (d) Secondary Excess Liability Coverage from Elliott Special Risks in the limit of \$9,000,000 at a premium of \$7,000;
- 2) Automobile Fleet Liability Insurance from Royal Insurance Company of Canada in the limit of \$1,000,000 with a premium cost of \$108,344;
- 3) Garage Liability Insurance from Royal Insurance Company of Canada at a limit of \$1,000,000 with a premium cost of \$16,988;
- 4) Property Insurance from Royal Insurance Company of Canada (60%) and Gerling Global General Insurance Company (40%) in broad form coverage amount of \$525,866,446 with expiring sublimits as enhanced carrying a deductible of \$100,000 at a premium of \$175,417;
- 5) Boiler Insurance from Royal Insurance Company of Canada at a premium cost of \$18,879;
- 6) Crime Insurance from Chubb Insurance Company of Canada at the expiring limits carrying a deductible of \$10,000 at a premium cost of \$19,000;
- 7) Multimedia Liability Insurance from Royal Insurance Company of Canada at the expiring limits and deductibles and a premium cost of \$1,950;
- 8) Public Officials Liability Insurance from London Guarantee Insurance Company Limited, with a limit of 5,000,000 per occurrence and a deductible of \$10,000, including the Corporation of the City of Hamilton, all elected persons, employees, boards, and captive corporations as Named Insureds with the exception of HECFI at a premium cost of \$39,000; and
- 9) Executive Liability and Indemnification Coverage with Chubb Insurance Company of Canada in respect of HECFI in the expiring limit of \$3,000,000 and expiring premium of \$7,130.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

B.

**DATE:** 1998 FEBRUARY 16

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Authorization to enter into extension agreements on  
specific properties for the payment of realty tax arrears

**RECOMMENDATION:**

- (a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on June 28, 1994:

3 Margate Ave.  
18 Lincoln St.  
1042 Barton St. E.  
97 Paradise Rd. N.

- (b) That the attached by-law to authorize the said Extension Agreements be enacted by Council.
- (c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The execution of the by-law and agreements, where required, will defer the City's right to sell the lands for tax arrears for a maximum period of 24 months; however, the City will be in receipt of regular monthly payments towards current and prior years arrears over the term of the agreements.

**BACKGROUND:**

Section 8 of the Municipal Tax Sales Act provides that the municipality, by a by-law passed after the registration of the tax arrears certificate and before the expiry of the one-year period for redemption, may authorize an extension agreement with the owner of the land extending the period in which the cancellation price is to be paid. On June 28, 1994, in accordance with this legislation, Council approved a policy authorizing the City to enter into extension agreements with taxpayers providing certain conditions were met.

The owner of a property which has been registered for tax arrears may request the City to consider an extension agreement at any time up to and including the final day on which the redemption period expires. Administratively, there may not be sufficient time to obtain the necessary Council approval of the by-law prior to this deadline. Accordingly, staff are requesting advance authorization for the City to enter into extension agreements, if necessary, with the owners of the above specific properties providing they meet the conditions outlined in the policy adopted by Council on June 28, 1994.

In certain instances when all of the conditions in the extension agreement policy are not met the Treasurer should be allowed the latitude to recommend an extension agreement be entered into if it is deemed to be in the best financial interest of the municipality. Under these circumstances a separate report would be provided to the Committee for deliberation and approval.

During the initial months of this repayment option it has been ascertained that operational time constraints, e.g. writing of reports, council approvals, make it necessary to have the authorization to enter into these extension agreements pre-approved. Accordingly, in the month that the legislated final notices for the tax registration process are mailed out (280 days from the registration date), a listing of all those properties for which the owners may wish to enter into an extension agreement will be forwarded to Committee and Council for approval. Owners who show an interest in entering into an extension agreement with the City prior to the mailing of the final notices, will be added to the monthly reports as required.

/WDD

**SCHEDULE "A"**  
**EXTENSION AGREEMENTS**

- |    |                           |                             |
|----|---------------------------|-----------------------------|
| 1) | PROPERTY ADDRESS          | 3 MARGATE AVE.              |
|    | SERIAL NUMBER             | 06 05510 6900               |
|    | BRIEF LEGAL DESCRIPTION   | PLAN 1253 LOT 33            |
|    | DATE OF REGISTRATION      | SEPTEMBER 9, 1997           |
|    | TAX ARREARS CERTIFICATE # | LT469291                    |
|    | REDEMPTION DATE           | SEPTEMBER 9, 1998           |
|    | TOTAL ARREARS             | \$19,485.73                 |
| 2) | PROPERTY ADDRESS          | 18 LINCOLN ST.              |
|    | SERIAL NUMBER             | 04 02860 3390               |
|    | BRIEF LEGAL DESCRIPTION   | PLAN 414 PART LOT 4         |
|    | DATE OF REGISTRATION      | NOVEMBER 12, 1997           |
|    | TAX ARREARS CERTIFICATE # | LT478381                    |
|    | REDEMPTION DATE           | NOVEMBER 12, 1998           |
|    | TOTAL ARREARS             | \$5,772.77                  |
| 3) | PROPERTY ADDRESS          | 1042 BARTON ST. E.          |
|    | SERIAL NUMBER             | 04 02860 1030               |
|    | BRIEF LEGAL DESCRIPTION   | PLAN 463 LOT 4 PART LOT 5   |
|    | DATE OF REGISTRATION      | SEPTEMBER 2, 1997           |
|    | TAX ARREARS CERTIFICATE # | LT468430                    |
|    | REDEMPTION DATE           | SEPTEMBER 2, 1998           |
|    | TOTAL ARREARS             | \$22,279.51                 |
| 4) | PROPERTY ADDRESS          | 97 PARADISE RD. N.          |
|    | SERIAL NUMBER             | 01 00630 6080               |
|    | BRIEF LEGAL DESCRIPTION   | PLAN 634 PART LOT 902 & 903 |
|    | DATE OF REGISTRATION      | NOVEMBER 5, 1997            |
|    | TAX ARREARS CERTIFICATE # | VM240491                    |
|    | REDEMPTION DATE           | NOVEMBER 5, 1998            |
|    | TOTAL ARREARS             | \$10,574.65                 |





**THE CORPORATION OF THE CITY OF HAMILTON**

**BY-LAW NO.98-**

**TO AUTHORIZE AN EXTENSION AGREEMENT**

**FOR PAYMENT OF REALTY TAX ARREARS**

**WHEREAS** the Municipal Tax Sales Act, R.S.O. 1990, c.M.60, (hereinafter referred to as the "Act"), states that the Council of a municipality may, by by-law, authorize an Extension Agreement with the owner of land in arrears of realty taxes in excess of three (3) years after the registration of a Tax Arrears Certificate and before the expiry of the one year redemption period;

**AND WHEREAS** the Municipal Tax Sales Act (section 8) states that the said Extension Agreement may extend the period of time, upon the terms specified therein, within which the Cancellation Price is to be paid;

**AND WHEREAS**, pursuant to the Municipal Tax Sales Act, the Treasurer did register a Tax Arrears Certificate indicating arrears of realty taxes in excess of three (3) years on the lands described in Schedule "A" annexed hereto,

**AND WHEREAS**, the said land is recorded by The Corporation of the City of Hamilton under the specific Tax Roll Serial Nos. indicated in Schedule "A" annexed hereto.

**AND WHEREAS**, The Owners of the lands described in Schedule "A" have requested that the City exercise its discretion to pass a bylaw to authorize an Extension Agreement to extend the period of time in which the Cancellation Price may be paid.

**AND WHEREAS** the one year period within which this by-law may be enacted will therefore expire on the days described as the redemption date of Schedule "A" attached hereto.

**NOW THEREFORE** the Council of the Corporation of the City of Hamilton enacts as follows:

1. (a) The time open for acceptance and the permitted payments of the Cancellation Price beyond the expiry of the said one year redemption period as set out in Schedule "A" are hereby authorized to be extended pursuant to an Extension Agreement.  
  
(b) The owner of the land described in Schedule "A" may, on or before the redemption date, enter into the Extension Agreement with The Corporation of the City of Hamilton, and the Mayor and City Clerk are hereby authorized to execute the Extension Agreement on behalf of the City.
2. As provided in the Municipal Tax Sales Act, notwithstanding any other provision of this Extension Agreement, it is understood and agreed that while the Extension Agreement remains a subsisting agreement in good standing:

- (a) that the Extension Agreement does not reduce the amount of the Cancellation Price.
  - (b) that the Extension Agreement does not prohibit any person from paying the Cancellation Price at any time.
  - (c) that any person may pay the Cancellation Price at any time.
  - (d) that the Extension Agreement terminates upon payment of the Cancellation Price by any person.
  - (e) that the Extension Agreement shall cease to be considered a subsisting Extension Agreement for purposes of section 9(2) of the Act, when and under what conditions set out in the Extension Agreement.
3. As also provided in the Municipal Tax Sales Act,
- (a) while such Extension Agreement is in good standing, the period of such time shall not be counted in calculating the time within which the Cancellation Price may be paid.
  - (b) upon default by owner in complying with the Extension Agreement or any term thereof, the Extension Agreement shall cease and, (unless there remains time within which the Cancellation Price may be paid and is paid), the land shall be offered for sale by the Treasurer.

PASSED this                      day of                      1998, A.D.,

CITY CLERK

MAYOR

C.

**CITY OF HAMILTON  
- RECOMMENDATION -**

**DATE:** 1998 February 26

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing contributions to the Canadian and Ontario  
Gymnastic Championships, April 20-24 and May 25-30 at  
the Chedoke Twin Pad Arena

**RECOMMENDATION:**

That the combined contribution totalling \$12,000 (\$6,000 each) to assist in defraying the costs of the 1998 Ontario Gymnastics Championships April 20 to 24 and the Canadian Gymnastics Championships May 25-30, both to be held at the Chedoke Twin Pad Arena be financed from the Hosting of Conferences with Municipal Subject Content Account Ch 55307 80040.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The proposed 1998 budget for the above noted account has been adjusted to \$22,000 from the 1997 level of \$20,000 to reflect the proposed funding obligations for this account. City Council previously approved a commitment of \$10,000 at its meeting January 27, 1998 for the Parks & Recreation Education Workshop.

If during the 1998 budget deliberations the appropriation for the above noted account is reduced to less than \$22,000, then there are sufficient funds within the Reserve for Hosting of Conferences account to offset any deficiencies, if required.

**BACKGROUND:**

City Council at its meeting February 24, 1998 approved item 11 of the Third report of the Parks and Recreation Committee which indicated a contribution of \$6,000 each for the Provincial and Canadian Gymnastic Championships. At the same time, the Finance and Administration Committee was asked to recommend the method of financing.

c.c. Ross Fair, Director of Culture and Recreation  
Kevin Christenson, Secretary, Parks & Recreation Committee





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

D.

FEB 19 1998

**DATE:** 1998 February 17

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** P. Noé Johnson  
City Solicitor

**SUBJECT:** The Renovation and Retrofit of the Huntington Park  
Recreation Centre By-law - Amendment of Change in  
Gross Cost Amount and the Debentured Amount of this  
Project

**RECOMMENDATION:**

That the attached By-law to increase the gross cost of the Huntington Park Recreation Centre to \$3,415,840.00 be enacted by City Council.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

City Council, on January 27, 1998, in adopting Section 10 of the 3rd Report of the Finance and Administration Committee, authorized the City Solicitor to prepare the attached by-law to provide for an increase in the gross cost of this project.

LEF:ag  
Enc.

c.c. A.C. Ross, Treasurer  
Attention: Nik Adhya

**THE CORPORATION OF THE CITY OF HAMILTON**

**BY-LAW NO. 98-**

**To Authorize an Amendment to:**

**THE RENOVATION AND RETROFIT OF THE  
HUNTINGTON PARK RECREATION CENTRE**

**WHEREAS** by Order dated the 11th day of July 1991, The Ontario Municipal Board approved the renovation and retrofit of the Huntington Park Recreation Centre and the issuance of debentures in the amount of \$3,200,000.00;

**AND WHEREAS** By-law No. 91-148 was enacted by City Council on July 30, 1991 to authorize the Renovation and Retrofit of the Huntington Park Recreation Centre and the issuance of debentures at a maximum of \$3,200,000.00;

**AND WHEREAS** the Council of The Corporation of the City of Hamilton, on April 13, 1993, in adopting Item 18 of the 8th Report of the Finance and Administration Committee, authorized a change in the gross cost amount and the debentured amount of this project;

**AND WHEREAS** By-law 93-126 was enacted to set the gross cost of this project at \$3,385,000.00;

**AND WHEREAS** Council on January 27, 1998 in adopting Section 10 of the 3rd Report of the Finance and Administration Committee authorized the gross cost of the project to be increased to \$3,415,840.00;

**AND WHEREAS** Ontario Regulation 710/92 enacted under the authority of the Municipal Act, R.S.O. 1990, Chapter M.45, establishes a limit for a municipality's debt obligations which do not require the approval of the Ontario Municipal Board;

**AND WHEREAS** the financial commitments, liabilities and debt charges of the project listed below and The Corporation of the City of Hamilton's other debts and debt charges will not exceed the City's debt limit as specified by the Municipal Act and Regulation 710/92;

**NOW THEREFORE** the Council of The Corporation of the City of Hamilton enacts as follows:

1. The gross cost of the renovation and retrofit of the Huntington Park Recreation Centre is increased by \$30,840.00 to \$3,415,840.00.
2. The proper officials of The Corporation of the City of Hamilton are hereby authorized and directed to do all such things necessary to give effect to this By-law.

PASSED AND ENACTED this                      day of                      , 1998.

# CITY OF HAMILTON

## -RECOMMENDATION-

E.

**DATE:** 1998 February 26th

**REPORT TO:** Alderman D. Wilson, Chairman & Members,  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary,  
Finance and Administration Committee

**SUBJECT:** Information Items

### RECOMMENDATION:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - Association of Municipalities of Ontario - Councillor Orientation Session Information
- (b) Information Report - City Solicitor - Claim for Payment by LWG Inc. Fire Truck Decontamination Contract - report dated 1998 February 18th
- (c) Information Report - City Treasurer, Commissioner of Human Resources, Director of Information Systems - Corporate Financial and Human Resource Replacement Systems - Phase I Report - report dated 1998 February 17th

*Susan K. Reeder*

### FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

### BACKGROUND:

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.





URBAN/MUNICIPAL  
CAY ON HBC AOS  
C51F31  
1998



Urban/Municipal Librarian  
Hamilton Public Library  
2nd Floor

## NOTICE OF MEETING

URBAN MUNICIPAL

### FINANCE AND ADMINISTRATION COMMITTEE

MAR 23 1998

Tuesday, 1998 March 24th  
1:30 o'clock p.m.  
Room 233, City Hall

GOVERNMENT DOCUMENTS

Susan K. Reeder, Secretary  
Finance and Administration Committee

### A G E N D A

1. DELEGATION

Frances Oommen, President, The Council of Canadians (Hamilton Chapter) re: the Multilateral Agreement on Investment (MAI).

2. CONSENT AGENDA

3. MAYOR ROBERT M. MORROW

Co-sponsorship of a Hot Spot segment which will feature the City of Hamilton in the television series "Family Treasures".

4. CHIEF ADMINISTRATIVE OFFICER

1998 - 2007 Capital Budget - Hamilton Downtown Partnership

5. CITY CLERK

- (a) Tender of Licence Agreement to allow the leasing of Advertising Billboards on City of Hamilton Lands
- (b) Requested Information Report - Mandates and composition of the Sub-Committees of the Finance and Administration Committee



- (c) Appointment of Members - Hamilton Status of Women Sub-Committee
- (d) Requested Information Report - Model Tobacco Control By-law

6. **CORRESPONDENCE**

- (a) The Hamilton Harbour Commissioners - letter dated 1998 March 16th
- (b) The Hamilton Harbour Commissioners - letter dated 1998 March 18th

7. **IN CAMERA AGENDA**

8. **OTHER BUSINESS**

9. **ADJOURNMENT**





THE  
**COUNCIL**  
OF CANADIANS  
Alderman Dave Wilson,  
Aldermanic Offices,  
City Hall,  
Hamilton.



LE  
**CONSEIL**  
DES CANADIENS

76 East 15th Street,  
Hamilton,  
ON L9A 4E9  
15 March 1998

383-4779

Dear Mr. Wilson,

I am contacting you on behalf of the Council of Canadians (Hamilton Chapter), the Hamilton Wentworth Coalition for Social Justice and the Hamilton and District Labour Council.

Our organizations, and others, in Hamilton Wentworth, are gravely concerned about the proposed trade treaty, the Multilateral Agreement on Investment, (MAI). This treaty, if signed, will have a negative impact on many major public policy issues.

We are concerned that the mandate of both municipal and regional government will be seriously curtailed to the detriment of its citizens.

Therefore we would like to make a short presentation to the Finance and Administration Committee at City Hall on Tuesday 24 March.

Our presentation will last approximately 5 minutes. We will be able to provide the members of your committee with written information at the time of our presentation. (A copy of our presentation will be made available in advance, to you or to the City Clerk's Office as required).

It is hoped that, when your committee realizes the seriousness of the potential negative effects of the Multilateral Agreement on Investment (MAI), that you will recommend that our organization be allowed to make a presentation to the committee of the whole.

I look forward to hearing from you soon.

Yours sincerely,



Frances Oommen (Mrs.)

President, Council of Canadians, (Hamilton Chapter).

cc City Clerk's Office  
Andrea Horvath  
Wayne Marston  
Peter Hutton



## The MAI and our community: summary of issues

Right now the 29 richest countries in the world are in Paris quietly negotiating the Multilateral Agreement on Investment (MAI).

This proposed treaty extends the free trade provisions of the General Agreement on Tariffs and Trade (GATT) and the North American Free Trade Agreement (NAFTA) by prohibiting signatory nations from impeding the free flow of money and production facilities from one country to another. The treaty, in effect, subordinates the right of elected governments to set national economic policy to the right of transnational corporations and investors to conduct business — investing and divesting — however they see fit.

In addition to national implications, the MAI would affect your community in several ways.

First of all, under the MAI, international companies would be treated no differently from domestic ones. That means municipal governments could not favour local companies over international firms when awarding contracts.

Secondly, the treaty would prevent governments from requiring foreign companies to purchase goods and services locally, supply local markets, or maintain a given level of employment or production.

And thirdly, the MAI would stop municipalities from passing by-laws that limit the use of property by foreign companies. In other words, the MAI makes the definition of expropriation so broad that limits on the use of property may constitute expropriation and force local governments to compensate the owners.

More than that, the MAI would go far beyond NAFTA to allow transnational corporations to vie for control of our municipal services such as refuse collection, water and sewer services and public housing.

Under the MAI, once a government contracted out a public service, it would have to follow the rules for privatization. All municipal government service contracts that required local hiring and content could be challenged for violating the MAI restrictions on performance requirements.

"The concept of **national treatment** is one of the cornerstones of the MAI. It requires governments to treat all investors the same, irrespective of their nationality. This obligation ends government policies that favour local business. For example, national treatment prohibits the imposition of differential fees based on the residency of an investor, such as out-of-district levies for services such as garbage pick-up or education.

The MAI restricts the ability of governments to impose **performance requirements**. For example, government cannot require a foreign investor to purchase local goods or services. Governments may also not require an investor to hire local residents as a condition for receiving any benefit, such as a tax concession. Thus common investment incentives provided by municipalities on the condition that a foreign business locate in the area are effectively removed by the MAI.

The MAI forces governments to pay compensation whenever there is an **expropriation** or "a measure equivalent to an expropriation". Under international law the term "expropriation" is very broad and it applies to any act where a governmental authority denies a person or company some benefit of property.

— Trade Lawyer Barry Appleton  
on the MAI and Municipalities

## **The MAI and our community: summary of issues (cont'd)**

To avoid costly legal bills, municipal governments might be inclined to give preference to foreign companies over local ones. And once a service is privatized, a municipal government would be unable to reclaim it as a public service in better economic times without incurring penalties.

It would also be impossible, under the MAI, to introduce a new public service that would conflict with the disciplines of the MAI.

Take child care, for example. If a future federal government were to establish and deliver a publicly funded child care program through community-based non-profit facilities, it could be stopped in its tracks. Under the MAI, delivery of public services through non-profit agencies is considered a subsidy to the private sector and therefore subject to the national treatment rules. As long as there are transnational companies that make a business out of providing child care services, the new MAI would allow them to demand equal access to government subsidies.

Under the MAI, municipal leaders would be powerless to influence investment decisions that might benefit their communities. Right now, they can offer incentives to companies to locate in their town or city. That would be ruled as an unfair subsidy unless they offer the same incentive to foreign companies. This could create undue hardship on local firms and put a chill on regional development.

And the argument often used by local politicians that we need the MAI to attract foreign investment so that we can increase jobs and economic growth, holds no water.

There is no evidence that multinational corporations are holding back investment in Canada because of the lack of an investment agreement.

Foreign investors will come to Canada because we have quality infrastructure, natural resources, skilled workers and an attractive quality of life. We don't need the MAI to attract investment.





(re. presentation to Finance and Administration Committee of Hamilton City Council, 24 March, 1998).

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Therefore, we would ask if council would consider taking one, or all of the following actions:-

Request a staff report on how the MAI will affect our community,  
Send a letter opposing the MAI to the Prime Minister and the Premier of Ontario,  
Send a request to the Federation of Canadian Municipalities to oppose the MAI,  
Pass a resolution declaring your community an "MAI- free Zone."

---

The following is the wording of the resolution passed by Kitchener Council on 2 March 1998.

"WHEREAS the Federal Government is in the process of negotiating the Multilateral Agreement on Investments with the 29 wealthiest countries in the world with the intention of having a signed agreement by September 1998; and,

WHEREAS concerns about the agreement have already been raised by 565 organizations, with representatives in 70 countries around the world; and,

WHEREAS the citizens of the City of Kitchener have had little access to information and informed debate on the Multilateral Agreement on Investments, from the federal government, and the mainstream media on its implications locally, provincially, federally and globally;

THEREFORE BE IT RESOLVED that the Corporation of the City of Kitchener urge the Government of Canada to suspend negotiations on the Multilateral Agreement on Investments until it has consulted more widely and in depth with the people of Canada, especially and including, the soliciting of detailed responses from municipal councils and their citizens; and further,

That the appropriate City staff be directed to discuss this issue with the local M.P.'s and to prepare a report on the implications of this Agreement on municipal government; and further,

That a copy of this resolution be sent to local M.P.'s, the Federation of Canadian Municipalities, the Association of Municipalities of Ontario and Ontario Cities having a population greater than 50,000.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

3.

**DATE:** 1998 March 17

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Robert M. Morrow  
Mayor

**SUBJECT:** Co-sponsorship of a *Hot Spot* segment which will feature  
the City of Hamilton in the television series *Family Treasures*

**RECOMMENDATION:**

- a) That the City of Hamilton accept the offer of Deveaux Babin Productions to host a *Hot Spots* segment featuring the City in one part of its new series *Family Treasures*;
- b) That the Finance and Administration Committee recommend the method of financing the expenditure of \$2,675. (\$2,500 plus \$175. GST).

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The total cost of the co-sponsorship of the *Hot Spots* segment is \$5,000. plus GST however the Economic Development Department has agreed to assume 50% of the cost.

**BACKGROUND:**

The City of Hamilton has been invited by Deveaux Babin Productions, Toronto, to co-sponsor one *Hot Spots* segment in one part of a 13-part television series entitled *Family Treasures*.

Similar to the BBC's *Antique Roadshow* and its American counterpart of the same name, the Canadian version, *Family Treasures* series will tour Canada with a team of antiques experts who will appraise prized objects brought in by people who want to know how old it is, its worth, how to care for it, etc. (See attached correspondence, Appendix "A".)

For a \$5,000. sponsorship fee (half of which will be paid by the Region of Hamilton-Wentworth's Economic Development Department [see Appendix "B"]), the City of Hamilton will be featured at the beginning of the half hour program in a "Hot Spots" segment which will highlight Hamilton. This segment, lasting five minutes or longer, will promote Hamilton as a desirable place to live as well as to visit. It will focus on Hamilton's heritage: historic neighbourhoods, architecture and sites, some well known and some as yet undiscovered by the public.

***Family Treasures*** will first air nation-wide on the new History and Television Network (THEN) in fall 1998. THEN will broadcast the series at least two times and there is potential for more, either by THEN or another broadcaster.

The sponsorship fee will also include:

- input by the City into what should be featured;
- credit for sponsorship ("brought to you by the City of Hamilton") on opening and closing billboards, wherever series is aired;
- internal rights to video: City will receive broadcast quality (Beta cam) video which can be copied and distributed, free of charge, to promote the City;
- unlimited use of the unedited footage videotaped.



deveaux  
babin  
productions

January 29, 1998

Mr. Bob Morrow  
Mayor  
City of Hamilton  
71 Main Street West  
Hamilton, ON L8N 3T4

Dear Mr. Morrow,

We are inviting you to join us in the production of a long overdue television series on antiques and keepsakes. The new 13-part series, *Family Treasures*, is slated to air on the new History and Television Network (THEN) this coming September. As well, it will be distributed in the non-theatrical market, including schools, libraries and community centres. A brief proposal of the project is enclosed.

*Family Treasures* will travel across Canada and will feature everyday people who bring their antiques and keepsakes to a ~~team of~~ quirky, but knowledgeable, team of experts to see if their prized possessions are as valuable as they had hoped. The experts are as entertaining as they are informative, building things to a climax until the grand finale when the appraiser reveals the true monetary value of the item.

Shows such as *Family Treasures* are already a proven success. For example, BBC's *Antique Roadshow*, which has aired for over 20 years, is one of the 10 most watched shows in Britain. Here in Canada it is one of the top 3 shows on CBC Newsworld. The American version of the antique roadshow, which airs on PBS, drew in 5 million viewers for its first show and the ratings continue to climb. These shows have forged a deep connection with their audiences who remain loyal viewers. We foresee the same viewer loyalty for *Family Treasures*.

People's antiques and keepsakes are not just mere possessions. They are exciting links to the past which reveal our heritage. *Family Treasures* is a unique opportunity for the City of Hamilton to promote itself not only as a popular destination, but also as a nice place to live.

We envision the City of Hamilton sponsoring the *Hot Spots* segment which will highlight the area when the program visits. This segment will include a background history, a look at its architecture, popular tourist attractions, historic neighbourhoods as well as what antiques the region specializes in and where to find them.

In return for sponsorship, the City of Hamilton will receive opening and closing billboards (e.g. This segment is brought to you by ..."). These credits will travel with the series no matter where it is aired. The city will also receive internal rights for the series and unlimited use of the raw footage videotaped for the *Hot Spots* segment.

We also offer additional sponsorship packages which we would be happy to discuss with you.

It is our hope that you will see this project as a valuable addition to your marketing activities and one deserving of your support.

I will be in touch in the next week to discuss any questions you may have.

Sincerely,

A handwritten signature in dark ink, reading "Suzanne Babin". The script is fluid and cursive, with the first name and last name clearly legible.

Suzanne Babin



DEVAUX - BABIN PRODUCTIONS PRESENTS

# Family Treasures

COMING  
SOON

A show that  
explores the surprising  
difference between the value  
of memories and the price  
of antiques.



A CO-PRODUCTION OF DEVEAUX-BABIN PRODUCTIONS AND

**HISTORY**  
TELEVISION

*Life is  
nothing more  
than memory.*

The past is all ours, done, complete, locked in our memories. The past is our life. The past is us. That's what makes antiques so important and so fascinating. Antiques connect us to one another as families, societies, civilizations. We know in our bones that antiques are the Lego blocks of life.

*Antiques are  
nothing less  
than memories.*

Antiques are memories in concrete form. Memories we can see and smell and touch. Memories we can hold in our hands and even caress. This gives them a value that is often beyond price.

# Family Treasures

T H E S H O W

## *Cast of Characters*

- Dozens of everyday folks, each with an object they prize and want to get appraised.
- A team of antiques experts



## *The Setting*

Early morning. A rural location, perhaps an old limestone church hall in Kingston, Ontario or Vancouver, BC or Montreal, Quebec.



## *The Action*

A stream of everyday folks arrive, some people carry odd-shaped packages, boxes, bags, others unload things from the trunks of their cars and vans. Everybody's up. Something good, something exciting is about to happen. Inside the hall the folks sort themselves out and check out the large posters of the experts they are waiting to talk to. Items are unwrapped and admired. There's pleasant chatter and banter. A lot like a church social, a little like an art house auction. Everyone is hopeful but no one is quite certain what to expect.



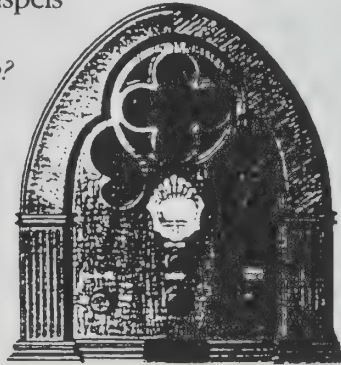
The experts make their individual assessments - gently probing each proud owner to draw out the stories connected to each item: where did it come from, how long have they had it, what makes it special for them - and, what do they think it might be worth?

## The Values

Then the expert reveals all - but only after he or she has carefully built to a climax. The expert points out flaws and fine points, confirms fears, dispels doubts, brings us to the moment of truth: *How much is it worth?*

## The Audience

*Family Treasures* will have a natural appeal to three large groups of viewers.



### 1. ANTIQUES OWNERS

Experts estimate two out of every five Canadian families have at least one prized antique or keepsake in their home. They are all interested in finding out the market value of what they have.



### 2. SPECTATORS

*Family Treasures* will be irresistible to everyday folks who fantasize about winning the lottery or finding a Picasso at a yard sale. They'll watch to see if someone, just like them, strikes it rich.

### 3. SPECULATORS

The baby boomers have money now and like nice things. Antiques are a natural way to enjoy both.

*But, what's real and what isn't?*

*How do you keep from getting taken?*

Our team of antique experts will be informing viewers what to look for in antiques, how to preserve their valued possessions and more.

*Family Treasures* will be their Buyer's Guide.

Save  
Space  
on  
TV

In the nineties, is anything beyond price? Memories may be. Antiques definitely are not. *Family Treasures* brings together these two realities in a way that combines the intimacy of a family reunion with the potential payoff of a game show jackpot.



Family  
Treasures



Devaux Babin Productions specializes in the production of documentary programs for television. In the past twelve years, we've produced over 150 programs. Our most recent television series, SCAMS, takes a look at fraudulent telemarketers, home renovators and loan sharks and gives clear information on how consumers can protect themselves. It is currently being televised by TVOntario and four other broadcasters, including WTN. *Taking Charge*, a three part series, empowers seniors to take charge of their emotional, physical and financial needs as they age. *Not My Home* provides a rare account of life in a nursing home from the point of view of the residents and staff who minister to their needs. Other recent credits include *Housecalls*, a prime time television series based on human relationships. It is the longest running reality series on Canadian television and is currently being developed for a major U.S. network.



## Recent Awards

- Columbus International Film Festival
- National Educational Media Network
- Gold Leaf Award
- Canadian Association of Labour Media Award

## R E V I E W S

### Housecalls

A prime-time TV series on human relationships

"Intelligent, witty, kindhearted"

- *Lorrie Goldstein, Toronto Sun*

"More authentic than Love Connection, more titillating than Oprah or Geraldo"

- *John Haslett Cuff, Globe & Mail*

"Deceptively novel series"

- *Jim Bawden, Toronto Star*

"Unusual, surprisingly watchable television"

- *Christopher Harris, Globe & Mail*

"Compelling viewing...cuts right through to the heart..."

- *Eric Kobanik, Hamilton Spectator*

"Riveting, self-help counselling..."

- *Bonnie Malleck, Kitchener-Waterloo Record*

"The best of its kind on television today"

- *Susan Lee, Senior VP - NBC*

### Not My Home

A CBC documentary on life in a nursing home

"The film is not at all preachy or even biased...subjects carefully chosen"

- *John Haslett Cuff, Globe & Mail*

"Congratulations on your excellent documentary. It skillfully represented the patient's perspective in a sensitive, eloquent style"

- *International Consortium of Parse Scholars, Toronto*

"There are no villains in this video...*Not My Home* can be used effectively to recruit volunteers or to generate discussion regarding criteria for evaluating nursing homes realistically"

- *The Gerontologist*

"... a powerful tool to help us understand the need to provide care in a constructive, client-focussed manner ..."

- *Karl Nightingale, N.S. Association of Health Organizations*

"*Not My Home* will promote discussion of ways to improve care options for the elderly, and encourage respect for patients' dignity and humanity"

- *Journal of Gerontological Nursing*



## ECONOMIC DEVELOPMENT

## MEMORANDUM

\*\*\*\*\*

TO: Robert M. Morrow  
Mayor  
Mayor's Office

YOUR FILE:

FROM: Mr. Nick Catalano  
Director  
Economic Development

OUR FILE:

PHONE: 546-4234

SUBJECT: FAMILY TREASURES

DATE: 1998 February 16

\*\*\*\*\*

Mr. Mayor:

This is a good idea to showcase our rich cultural history, especially considering the recent celebration of our Sesquicentennial. The sponsorship package for our community is \$5,000. May I suggest we cost share on an equal bases (50/50) between City/Region.

Your comments would be appreciated.

Nick



c.c. Nina Chapple  
Architectural Historian  
Planning and Development Department



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

4.

**DATE:** 1998 March 13

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

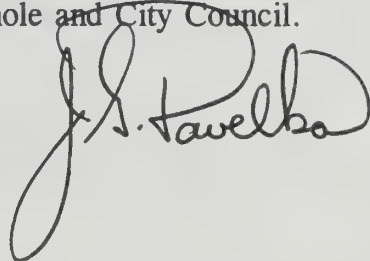
MAR 13 1998

**FROM:** J.G. Pavelka, P.Eng.  
Chief Administrative Officer

**SUBJECT:** 1998 - 2007 Capital Budget

**RECOMMENDATION:**

- a) That the attached capital project for the Hamilton Downtown Partnership be considered for inclusion in the ten year 1998 - 2007 Provisional Capital Budget; and,
- b) That this capital project be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

To be reviewed by the Corporate Management Team.

**BACKGROUND:**

Resolutions from Hamilton City Council and Hamilton-Wentworth Regional Council call for the hiring of a Downtown Coordinator. The Downtown Coordinator will report to the Hamilton Downtown Partnership which came to fruition at the recent Downtown Vision Workshop on 1998 February 28.

Indications have been made to the Partnership and the community that the City and Region will provide joint multi-year (5) funding to assist the Partnership with the cost of a Downtown Coordinator and associated administrative overhead.

While the Partnership will also attempt to raise funds from private sources, it is critical that in its initial years, municipal funding be assured to carry its costs. The Region has been requested to allocate an equal amount of \$75,000 for five years.

JP/MM/dk

c.c.: Michael Fenn, CAO, Region  
Mark Mascarenhas

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORMPROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)1. DEPARTMENT/LOCAL BOARD: Chief Administrative Office (for Hamilton Downtown Partnership)

## 2. PROJECT SUMMARY:

(a) Name (max. of 45 characters) Hamilton Downtown Partnership  
(b) Type of Project \_\_\_\_\_  
(c) Location N/A  
(d) Scope/Description of Work Multi-year (5) capital funding to cover the cost of a Downtown Coordinator and administrative overhead for the Hamilton Downtown Partnership. The Region will be requested to provide an equal amount for this project.

(e) Remarks \_\_\_\_\_

## 3. REFERENCE TO RELATED PROJECTS:

(a) Submitting Department N/A  
(b) Project Name \_\_\_\_\_  
(c) Start Year \_\_\_\_\_  
(d) Net City Cost \$ \_\_\_\_\_

## 4. DEPARTMENT PRIORITY ORDER:

# 1 of 1

## 5. PROJECT JUSTIFICATION ("Yes" or "No"):

(a) STRATEGIC DIRECTION  
(Image of the City, Quality of Life, Transportation) Yes  
(b) HEALTH/SAFETY/ENVIRONMENT Yes  
(c) LEGISLATED BY SENIOR LEVELS OF GOVERNMENT \_\_\_\_\_  
(d) NEEDS ANALYSIS (Demand, Equitable, Cost/Benefit, Pay back period) \_\_\_\_\_  
(e) ECONOMIC DEVELOPMENT Yes  
(f) MAINTAIN EXISTING SERVICE  
(Roads, Buildings, Other basic infrastructure) \_\_\_\_\_  
(g) REDUCE ONGOING COST (Staffing and/or Operating Costs) \_\_\_\_\_  
(h) GROWTH RELATED PROJECT Yes

## Describe Justification:

Resolutions from City Council and the Regional Council call for the hiring of a Downtown Coordinator. At the recent Downtown Vision Workshop February 27 and 28 moderated by Gianni Longo, commitments were made to fund the cost of the Downtown Coordinator and administrative overhead for a five year period. Without this funding it is not possible for the Downtown Partnership to proceed with implementing a Downtown revitalization strategy.

## 6. FEASIBILITY STUDY:

(a) START DATE (YEAR) N/A  
(b) COMPLETION DATE (YEAR) \_\_\_\_\_  
(c) GROSS COST \$ \_\_\_\_\_

## 7. PROJECT:

(a) START DATE (YEAR) 1998  
(b) COMPLETION DATE (YEAR) 2001  
(c) GROSS COST (Start Year Dollars) \$ 750,000  
(d) LESS PROVINCIAL SUBSIDIES (Describe nature of subsidy) \$ \_\_\_\_\_  
(e) LESS OTHER RECEIPTS (Specify) Regional Funding \$ \_\_\_\_\_  
(f) NET CITY'S COST \$ 375,000  
\$ 375,000

Note: all amounts rounded to the nearest thousand dollars



The Corporation of the City of Hamilton

1998-2007 CAPITAL BUDGET PROGRAM  
PROJECT SUBMISSION FORM

PROJECT NUMBER \_\_\_\_\_  
(Treasury to complete)

8. NET EXPENDITURE BY YEAR:

- 1998	\$ 75,000	- 2003	\$ _____
- 1999	\$ 75,000	- 2004	\$ _____
- 2000	\$ 75,000	- 2005	\$ _____
- 2001	\$ 75,000	- 2006	\$ _____
- 2002	\$ 75,000	- 2007	\$ _____

9. ADDITIONAL ANNUALIZED NET OPERATING COSTS/(SAVINGS):

(a) Staffing \$ N/A  
Building Operations & Maintenance \$ \_\_\_\_\_  
Other (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
GROSS COST (All Inclusive) \$ \_\_\_\_\_  
(b) LESS RECOVERY/REVENUE (specify) \_\_\_\_\_ \$ \_\_\_\_\_  
(c) NET CITY'S COST \$ N/A

Note: Where amounts include operating cost & revenue estimates which impact other City departments, attach addendum breaking down estimates by department.

10. CAPITAL AND OPERATING ESTIMATE PREPARED BY:

(a) Project Manager's Name Joe Pavelka and Mark Mascarenhas  
(b) Basis of assumptions \_\_\_\_\_

11. WAS THIS PROJECT IN LAST YEAR'S APPROVED CAPITAL BUDGET PROGRAM?

No ☐ Yes ☒; if yes,

(a) PROJECT NO. (Per 1997-2006 Capital Budget Program) \_\_\_\_\_  
(b) AT CITY'S COST OF \$ 60,000  
(c) SCHEDULED TO START IN THE YEAR 1997

J. Pavelka  
Signature of Department Head/  
Local Board Manager

98.03.12.

Date

12. FUNDING (Treasury Department To Complete):

(a) NATURE OF PROPOSED FINANCING: \_\_\_\_\_  
(b) RESERVE/CAPITAL LEVY FUNDING AVAILABLE:  
Yes ☐ No ☐  
(c) IF DEBENTURE FINANCING:  
(i) ANNUAL DEBENTURE FINANCING COST: \$ \_\_\_\_\_  
(ii) TOTAL CARRYING COST OF RETIRING DEBT: \$ \_\_\_\_\_

Note: all amounts rounded to the nearest thousand dollars



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5. (a.)

**DATE:** 1998 March 13


**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Tender of Licence Agreement to allow the leasing of  
Advertising Billboards on City of Hamilton Lands

**RECOMMENDATION:**

- (a) That the City of Hamilton enter into a Licence Agreement for the five (5) advertising billboards (11 poster panels) with Gould Outdoor Advertising, for the period commencing 1998 June 1 to 2003 May 31, at a rental rate of \$7,100 per poster panel, totalling \$78,100, plus realty taxes for the first year 1998 June 1 to 1999 May 31. On 1999 June 1, a yearly increase of 3% will take effect respectively and revenue from these locations be credited to Account No. CH 44104 31106 (Civic Properties Rented - Rentals); and,
- (b) That the current Lease Agreement with Mediacom Inc. be terminated effective 1998 April 30; and,
- (c) That the City Solicitor be authorized and directed to prepare the necessary Licence Agreement for these locations with Gould Outdoor Advertising and the necessary termination documents for Mediacom Inc.; and,
- (d) That the Mayor and City Clerk be authorized and directed to execute the Licence Agreement.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

That revenue from the five (5) advertising billboards be credited to Account No. CH 44104 31106 (Civic Properties Rented - Rentals).

## **BACKGROUND:**

As was reported to the Finance and Administration Committee in our Information Report dated 1997 April 17, on 1996 December 10, City Council approved Item 14 of the 20th Report of the Finance and Administration Committee which authorized the tendering of the five (5) billboard locations throughout the City for the placement of outdoor advertising billboards.

These locations contain eleven (11) poster panels which were charged at a rate of \$1,102.50 for a total yearly revenue of \$12,127.50. Up until 1997 the lease was renewed each term with Mediacom Inc., however, Gould Outdoor Advertising has recently established an operation in the City and approached the Real Estate Division with respect to acquiring some billboard locations on City Property. The lease with Mediacom Inc. expired on 1996 December 31 and did not contain a renewal clause.

The City sites which were tendered are as follows:

- (a) Britannia Avenue and Cameron Avenue - 2 poster panels
- (b) Walmer Road and Woodward Avenue - 2 poster panels
- (c) Bay Street North and Strachan Street - 4 poster panels
- (d) Crockett Street and Upper Sherman Avenue - 2 poster panels
- (e) Concession Street and Upper Sherman Avenue - 1 poster panel

It was the recommendation of the Real Estate Division to tender out these locations to all advertising companies, thereby maximizing the revenue received by the City.

Mediacom was informed of this recommendation and then agreed to continue to lease from the City on a month to month basis until the tender process was completed, under the same rates and terms as existed in 1996.

The City of Hamilton Zoning By-law No. 96-092 which regulates third party billboard signs was passed by the City of Hamilton on 1996 May 14 and subsequently was appealed to the Ontario Municipal Board by Gould Outdoor Advertising.

At a meeting in February 1997 with the Law Department, Real Estate Division, Building Department and Planning Department, it was decided that the tender process should be put on hold pending the result of the Ontario Municipal Board hearing.

The Ontario Municipal Board issued its decision on 1997 August 8. A subsequent meeting took place with the same departments present on 1997 September 17, and it was resolved that the Building Department would provide an interpretation/opinion as to how the City would treat non-conforming billboard signs if the current Lease Agreement was awarded to a different Company which would, in turn erect new structures after the current structures were removed by Mediacom Inc.



The Building Department subsequently advised that all the City locations were either in a residential district or within 30 metres of a residential district. In accordance with the Building Department's interpretation of By-law No. 96-092, all of the City owned sign locations and/or sign sizes are legal non-conforming. It has been the Building Department's past practice to allow for the replacement of such signs provided that within a reasonable time, (i.e. 12 months), the new signs are of the same size and height and are in the same location as the non-conforming signs.

The Tender for the billboard locations was prepared and advertised in The Hamilton Spectator on 1998 February 7, 11, 14 and 18, and were opened in the City Clerks Office on 1998 February 23 at 11 a.m. Four (4) bids were received with the highest bid submitted by Gould Outdoor Advertising. Total revenue received in the first year of the agreement totals \$78,100 which is an increase of \$65,972.50 over the previous agreement.

RJH/nw

c.c. P. Noé Johnson, City Solicitor

Attention: J. Davidson

Attention: A. Zuidema

A. Ross, Treasurer

L. King, Building Commissioner

Attention: W. Wong

J. Avery, Supervisor of Purchasing, Treasury Department

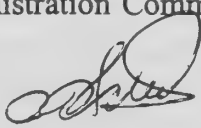


**CITY OF HAMILTON**  
**- INFORMATION -**

5. (b)

**DATE:** 1998 March 16

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz   
City Clerk

**SUBJECT:** Sub-Committees of the Finance and Administration  
Committee

**BACKGROUND:**

In 1995, on the recommendation of the Chief Administrative Officer, a Task Force to Review the Sub-Committee Structure, comprised of the Chairpersons and Vice-Chairpersons of each of the four Standing Committees, was established to undertake a review and evaluation of the current Sub-Committee system with the objective of examining and identifying potential cost savings and efficiencies through possible reduction, amalgamation or reassignment of Sub-Committees.

In reviewing the Staff time and related costs, the Task Force arrived at an estimated total annual cost for each of the City's Sub-Committees, and subsequently made a series of recommendations to the respective Standing Committees for a more streamlined and cost effective Sub-Committee structure. A copy of the Task Force's 1995 February 2 report to the Finance and Administration Committee and the background documentation which includes the estimated total annual cost for each of the existing Sub-Committees, as presented to the Finance and Administration Committee at its 1995 March 7 meeting, are attached for the Committee's information.

The Finance and Administration Committee at its meeting held 1995 March 7 recommended that the Hamilton Farmers Market Sub-Committee, the Hamilton Municipal Employees Retirement Fund Committee, the Hamilton Status of Women Sub-Committee and the Taxi Advisory Committee continue as Sub-Committees of the Finance and Administration Committee as follows:

**The Hamilton Farmers Market Sub-Committee** would continue as a Sub-Committee of the Finance and Administration Committee, meet up to four times a year or at the call of the Chair, the Market Manager would continue to be responsible as the secretarial support and resource staff attending these meetings with the attendance of the Manager of Administration from the City Clerk's Office attending only as required, and, the Sub-Committee was directed to take all measures possible to reduce meeting costs.

**The Hamilton Municipal Employees Retirement Fund Committee** would continue as a Sub-Committee of the Finance and Administration Committee with employee representation given the obligations under the City of Hamilton Act, 1957.

**The Hamilton Status of Women Sub-Committee** would also continue as a Sub-Committee of the Finance and Administration Committee, however, it was agreed that the City provide the Committee with meeting facilities, but no secretarial/resource staff.

It was also recommended that the 1995 Current Budget allocation for the Hamilton Status of Women Sub-Committee be increased from \$11,280 to \$25,000, however, the Committee of the Whole at its 1995 April 6 meeting deleted the 1995 Expansion Package for the Hamilton Status of Women Sub-Committee in the amount of \$13,720. The current budget allocation for the Sub-Committee is \$11,280.

**The Taxi Advisory Committee** would continue as a Sub-Committee of the Finance and Administration Committee and meet at the call of the Chair, however, no secretarial/resource staff would be provided by the City.

On 1997 December 11, the Finance and Administration Committee was asked to make a determination on its Sub-Committees for the current term of Council and reconfirmed the following as its Sub-Committees:

- a) Hamilton Farmers Market Sub-Committee
- b) Hamilton Municipal Employees Retirement Fund Committee
- c) Hamilton Status of Women Sub-Committee

Note: The Taxi Advisory Committee was not dealt with at this time given that the Committee has not met for close to two years. A registry of names of former members will be kept on file for future reference in the event that any taxi industry issues arise in the future that would require the input of these members.

Subsequent to the reconfirmation of the above-noted Sub-Committees, the Committee made the Aldermanic appointments to the above and the Selection Committee proceeded with the interviewing of the citizen members that applied for membership on the Hamilton Farmers Market Sub-Committee and the Hamilton Status of Women Sub-Committee (the Hamilton Municipal Employees Retirement Fund Committee does not have citizen member representation).

Listed below are the Terms of Reference, composition and current status of each of the existing Sub-Committees in response to the Committee's directive at its meeting held 1998 February 17 to undertake a complete review of the same.



a) **Hamilton Farmers Market Sub-Committee**

Applicants were interviewed by the Selection Committee in 1998 January and a recommendation for the appointment of two citizen members, in keeping with the Sub-Committee's composition at the time, were recommended to the Finance and Administration Committee.

The Finance and Administration Committee at its meeting held 1998 February 24 recommended that the composition of the Hamilton Farmers Market Sub-Committee be amended to increase the number of City Council representatives from two to three and to reduce the number of citizen members from two to one. Given the amended composition, Aldermen Caplan, Kelly and O'Sullivan and citizen member Frank Berry were appointed for a term to expire 2000 November 30.

The Terms of Reference and revised composition of the Hamilton Farmers Market Sub-Committee are as follows:

**Terms of Reference**

- a) To maintain and increase the importance of the Hamilton Farmers' Market with local community, visitors, tourists and stallholders, as an integral part of the downtown core.
- b) To study, develop and make recommendations to maximize the potential viability and flow of goods and services.
- c) To liaise between stallholders and the City of Hamilton on matters relating to Market Operations and the Current Operating Budget.

**Composition**

- 3 Members of City Council
- 1 Citizen Member
- 2 representatives from the Hamilton Stallholders' Association

b) **Hamilton Municipal Employees Retirement Fund Sub-Committee**

The City of Hamilton, under the City of Hamilton Act, 1957, is obligated to establish and continue a Hamilton Municipal Employees Retirement Fund Committee and to allow for employee representation on the Sub-Committee.

The Terms of Reference and Membership of the Hamilton Municipal Employees Retirement Fund Sub-Committees, as set out in Article XVI, Sections 16.01, 16.02 and 16.03 of the Hamilton Municipal Retirement Fund Plan as adopted by City Council on

1995 October 1, as amended, are as follows:

Terms of Reference

The duties of the Committee shall include but shall not be limited to the determination of questions relating:

- a) to eligibility for membership;
- b) to length of service
- c) to early retirement; and,
- d) to retirement on total and permanent disability

Composition

Chairman of the Finance and Administration Committee

Vice-Chairman of the Finance and Administration Committee

2 Members of City Council

2 Employees or Pensioners: one person to represent the firefighters and the second person to represent "others"

Supervisor of Pensions and Group Insurance from the Treasury Department, who shall be the Secretary of the Committee

The Aldermanic appointments to the Hamilton Municipal Employees Retirement Fund Sub-Committee for the 1998-2000 term of office were made by the Finance and Administration Committee at its 1997 December 11 meeting.

c) **Hamilton Status of Women Sub-Committee**

Vacancies on the Hamilton Status of Women Sub-Committee were advertised as part of the Orientation Sessions held in 1997 November and applicants were subsequently interviewed by the Selection Committee in 1998 January.

At its 1998 February 4 meeting, the Selection Committee directed the City Clerk's Department to readvertise for citizen members on the Sub-Committee given that only ten applications were received for the fifteen vacancies on the Sub-Committee. An advertisement appeared in The Hamilton Spectator on 1998 February 10, and, in keeping with Council policy, a copy of the Public Notice was also distributed to various women's groups, ethnic associations and disabled groups in the community, to encourage them to pass this information on to any citizens that may be interested in applying for membership.

By the 1998 February 27 deadline date, only two additional letters of application had been received. Three additional late applications have subsequently been received, bringing the total number of applications to fifteen, equalling the number of citizen member vacancies

on the Sub-Committee. On the direction of the Chairman, Selection Committee, all applications have been forwarded to the Finance and Administration Committee for consideration and appropriate action.

The current Terms of Reference and composition of the Hamilton Status of Women Sub-Committee are as follows:

#### Terms of Reference

That the Hamilton Status of Women Sub-Committee, appointed by City Council, act as an advisory committee of Council, reporting to City Council through the Finance and Administration Committee on matters pertaining to women and to provide input with respect to matters of municipal concern. The Committee wishes to set for itself the following guidelines:

- a) Define, investigate, study and make recommendations to City Council on issues affecting the Status of Women of the City of Hamilton and other matters of social or municipal concerns including matters referred to this Committee by City Council.
- b) Inform citizens of the City of Hamilton on issues affecting the status of women.
- c) Actively encourage women to participate in all aspects of society and support them in their life choices.
- d) Maintain ongoing procedures to ensure the fulfilment of our mandate.
- e) Advise citizens of the City of Hamilton of decisions made by City Council which may have an impact on the status of women, and matters of social concern, including matters referred to City Council by this Committee.

#### Composition

2 Members of City Council  
15 Citizen Members

In keeping with the directive of the Finance and Administration Committee in 1995, the City no longer provides secretarial service to the Hamilton Status of Women Sub-Committee. It should be noted however, that the Secretary of the Finance and Administration Committee, in the absence of a Staff resource person, continues to work with the Sub-Committee in authorizing the payment of all expenditures from its City accounts.

It should be noted that the estimated total annual costs for the Hamilton Status of Women Sub-Committee, the Hamilton Farmers' Market Sub-Committee and the Taxi Advisory Committee that were considered by the Finance and Administration Committee in 1995, included City Clerk's Department staffing costs which are no longer applicable given that the City Clerk's Department no longer provides Secretarial support for these Sub-Committees.

attached

CT



### **Farmers Market Sub-Committee**

**Mandate:** Maintains and increases the importance of the Hamilton Farmers Market with the local community, visitors, tourists and stallholders, as an integral part of the downtown core.

**Reports to:** Finance and Administration Committee

**Composition:** 2 Members of City Council  
4 Citizen Members

**Meetings:** Meets the first Wednesday of the month at 12:00 noon. There are no meetings in July and August.

Number of Meetings held in 1993: 11

Number of Reports sent to Standing Committee in 1993: 5

#### **Total Estimated Annual Costs:**

- Annual Staff costs	\$16,920.
- Coffee/Meals	540.
- Printing	840.

Total Annual Costs	<u>\$18,300.</u>
--------------------	------------------

### **TASK FORCE RECOMMENDATION:**

- (a) That the Hamilton Farmers Market Sub-Committee be disbanded as a Sub-Committee of the Finance and Administration Committee; and,
- (b) That two members of the Finance and Administration Committee and the appropriate staff attend the Annual Meeting of the Market Stallholders Association for liaison purposes.
- (c) That a registry of existing members be created to serve as a resource for the Finance and Administration Committee, so that they can be contacted and reactivated as a Task-oriented group when the Finance and Administration Committee has specific issues that it wishes to refer to this group for comment and input.

## **Hamilton Municipal Employees Retirement Fund Committee**

Mandate: To administer the Hamilton Municipal Employees Retirement Fund

Reports to: Finance and Administration Committee

Composition: Chairperson and Vice-Chairperson, Finance and Administration Committee  
2 other members of City Council  
2 employee members

Meetings: Meets at the call of the Chairperson

Number of Meetings held in 1993: 2

Number of Reports sent to Standing Committee in 1993: 1

Total Estimated Annual Costs: No cost to the City - Hamilton Municipal Retirement Fund assumes all costs

### **TASK FORCE RECOMMENDATION:**

That the Hamilton Municipal Employees Retirement Fund Committee continue as a Sub-Committee of the Finance and Administration Committee.

Note: City Council at its meeting held 1987 March 12 eliminated a number of Sub-Committees in an effort to improve the efficiency of the City of Hamilton's Committee system. One of the Committees eliminated was the Hamilton Municipal Employees Retirement Fund Committee.

The Ministry of Municipal Affairs questioned the disbanding of this Committee as being contrary to the City's obligation, pursuant to the provisions of the City of Hamilton Act, 1957, to require employee representation on this Committee.

Attached is a copy of a memorandum dated 1987 June 11 from P. M. Eker, City Solicitor to E. C. Matthews, Treasurer respecting the disbanding of this Sub-Committee. The Sub-Committee was subsequently reinstated by City Council in 1987 July.

# MEMORANDUM • CITY OF HAMILTON

TO : Mr. E. C. Matthews,  
City Treasurer  
Attn: Mr. M.P. Kay, Supervisor  
of Pensions and Group Insurance

YOUR FILE:

FROM : P. M. Eker

OUR FILE : 50-4.1.1  
(S.F. 1.11)

SUBJECT : By-law No. 86-237 - Administration  
of Plan - Transfer to Finance Com-  
mittee (By-laws Nos. 86-236 and  
86-237) - Dissolution of the  
H.M.R.F. Sub-Committee

DATE : 1987 June 11

This is in response to your memo of June 3, 1987, in which you inform me as follows:

1. Council recently disbanded the H.M.R.F. Sub-Committee [(1987) 6 R.E.C. 1, March 12. SEE: Council Minutes, page 537 and paragraph (J)].

2. According to By-law No. 86-237, passed on July 22, 1986 and approved by the Minister on October 1, 1986 pursuant to clause 3(d) of The City of Hamilton Act, 1957, the administration of the City's portion of the H.M.R.F. was transferred to the Finance Committee in place of the Municipal Retirement Fund Committee established by section 1 of Article XIX of By-law No. 7970.

3. The H.M.R.F. Sub-Committee is, I understand, a Sub-Committee of the Finance Committee whose membership was comprised of 4 members of Council and two employee representatives.

4. The Department of Municipal Affairs has questioned the disbanding of the H.M.R.F. Committee, (although they approved By-law No. 86-237), on which there were employee representatives, because the present dissolution of the H.M.R.F. Sub-Committee (of the Finance Committee) on which there was an employee representative (Fire Fighters Association), results in no employee representation in respect of the administration of the H.M.R.F. Plan.

You ask whether it was legal to disband the H.M.R.F. Sub-Committee.

## COMMENTS:

1. The City of Hamilton Act, 1957 authorizes amendment to By-law No. 7970, but only to the extent that Council carries out its full and proper obligations under the By-law: Subsection 3(d).

...continued

2. Amongst its obligations is the formation of a Committee to manage the Plan and to include employee representation.

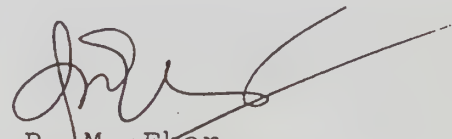
3. The Regional Municipality of Hamilton-Wentworth Act, 1985 permitted a split in the administration of the assets and liabilities of the Plan between the City and the Region relating to the employees of each, and established a separate City Plan. By-law No. 7970 insofar as it relates to City employees, is a separate City Plan devoid of Regional assets and liabilities.

4. The transfer of the City's portion of the H.M.R.F. to the Finance Committee for administrative purposes, carried with it the obligation to provide for employee representation. Since the Finance Committee is a Standing Committee of Council comprised only of members of Council, the Finance Committee is obligated to establish and continue an H.M.R.F. Sub-Committee and allow for employee representation on that Sub-Committee.

OPINION:

1. Dissolution of the Sub-Committee was contrary to obligation generated under The City of Hamilton Act, 1957 to require employee representation.

2. In the event that a Sub-Committee is not reconstituted on which there is an employee representative [or more than one representative depending on the circumstances], the Department of Municipal Affairs could withdraw its approval of By-law No. 86-237. The net result is that the By-law would not be in force, and under the 1957 Act and By-law No. 7970, as ratified and confirmed in the Act, By-law No. 86-237 would have to be repealed and the H.M.R.F. Committee, under Article XIX, paragraph 2, would be required to be reconstituted to administer the City's portion of the assets and liabilities.

  
P. M. Eker,  
for K. A. Rouff,  
City Solicitor.

PME:js



## **Hamilton Status of Women Sub-Committee**

**Mandate:** Makes recommendations on issues affecting the status of women in the City of Hamilton; actively encourages women to participate in all aspects of society; and co-ordinates the annual Women of the Year Banquet.

**Reports to:** Finance and Administration Committee

**Composition:** 2 Members of City Council  
15 Citizen Members

**Meetings:** Meets the first Thursday of the month at 6:00 o'clock p.m.

**Number of Meetings held in 1993:** 13

**Number of Reports sent to Standing Committee in 1993:** 6

**Total Estimated Annual Costs:** \$89,846.28 (detailed cost breakdown attached)

### **TASK FORCE RECOMMENDATION:**

- (a) That the Hamilton Status of Women Sub-Committee be reconstituted as an independent Committee; and,
- (b) That the Hamilton Status of Women Sub-Committee receive an annual committed grant in the amount of \$15,000.; and,
- (c) That approval of the grant be referred to the Grants Process; and,
- (d) That the City provide the Hamilton Status of Women Committee with meeting facilities; and,
- (e) That City Council continue to appoint two members of City Council to serve on the Hamilton Status of Women Sub-Committee (ie. as the City appoints members to serve on the Mundialization Committee, the Hamilton Safety Council, etc.).

**Note:** This will give the Sub-Committee more latitude to deal with matters that have in the past been outside the jurisdiction of the City.

The Committee also requires a full time Co-ordinator/Secretary who can respond to callers and deal with the problems facing women in our community. This service cannot be provided by the City given time restraints and lack of training in this area.

The Sub-Committee presently receives an annual budget of \$11,200. As an independent Committee, the Status of Women Committee is encouraged to apply for funding from Provincial and Federal sources for specific projects they wish to undertake.

## TOTAL ESTIMATED ANNUAL COSTS

### HAMILTON STATUS OF WOMEN SUB-COMMITTEE

Budget allocation \$11,280. (breakdown attached)

#### Printing Costs

(Note: The above noted budget breakdown reflects the printing of Status of Women stationery and envelopes only in the amount of \$481.35.)

Additional printing costs presently absorbed by the Clerk's Department are:

- (a) Mass mailing to Sub-Committees Mailing List  
of approximately 1,000 names. This list is  
circularized approximately 4 times a year  
(1 - Women of the Year ticket advertising/  
1 Request for Nominations for Women of the Year/  
advertising for approximately 2 seminars/workshops a year.  
  
Printing costs for these flyers \$ 200.  
Mailing costs for flyers (4 a year) \$ 1,720.
- (b) Agendas (12 times a year)  
- Cost to print 35 copies \$ 672.  
- Cost to mail 22 copies \$ 578.
- (c) Information Packages (18 times a year)  
- Cost to print 20 copies \$ 3,477.60  
- Cost to mail 14 copies \$ 504.
- (d) Women of the Year Nomination packages  
(once a year)  
- Cost to print 20 copies \$ 1,235.60  
- Cost to mail 14 \$ 35.

TOTAL ANNUAL PRINTING COSTS \$8,422.20

#### Dinner at meetings

12 times a year at an average cost of \$136.85 - \$1,642.20

Note: The budget allocates only \$922.02. Balance of \$ 720.18

### ANNUAL STAFFING COSTS

Between the months of November - February, the Committee Secretary and the Stenographer dedicate approximately 80-90% of their time to the Status of Women activities as a result of the Women of the Year Dinner.

For the balance of the year, the Committee Secretary and the Stenographer devote approximately 75% of their time to the activities of the Committee.

Work associated with the Sub-Committee involves the following:

- Agenda preparation
- Agenda Review Meeting with the Chairperson
- Attendance at meetings (approximately 3 - 3-1/2 hours)
- Dictation of minutes
- Information package prepared (photocopying) and mailing twice a month of all general correspondence received (1/2 inch thick packages each)
- Work on special projects ie: All Candidates Debates/ Seminars and Workshops (Note: Committee Secretary and the Stenographer are involved in the bulk of arrangements)
- Composing and sending out numerous letters on behalf of the Sub-Subs to members of Provincial and Federal parliament ie: Women in Politics Sub-Committee and Social and Justice Sub-Committee - letters of support
- Sending out Notice of Meetings for Sub-Sub Committees and Executive Committee
- Women of the Year Dinner - mailing/ faxing/ phoning/ taking plaque to get engraved (use of City car required)/preparing and framing of Certificates of Recognition/ ordering gift for Guest Speaker/ making up table place cards/ "gopher" at Dinner evening doing many functions. Note: Years ago the Committee Secretary was responsible for ticket sales
- Providing Women's Directorate service for women calling from the community with problems. Committee Secretary acts as a referral to other agencies, or directing to the Chairperson for resolve.

- A lot of time spent on the telephone. Note: The Committee Secretaries over the years have felt ill equipped to handle inquiries, due to lack of training and knowledge of women's issues and organizations.
- • The Committee Secretary and Stenographer receive regular phone calls from all members of the Committee giving them direction to undertake various work projects beyond those matters approved at the Sub-Committee meetings.

Cost of Committee Secretary's staff time  
estimated at 75% at the \$29.88 hourly  
rate including benefits applicable = \$40,786.20

Cost of Stenographer's staff time estimated  
at 75% at the \$20.98 hourly rate including  
benefits applicable = \$28,637.70

#### SUMMARY OF COSTS

Status of Women Sub-Committee budget allocation \$11,280.

#### Costs above the Budget allocation

Printing Costs \$ 8,422.20

Additional Dinner meeting expenses \$ 720.18

Staffing costs - Committee Secretary \$40,786.20

Staffing costs - Stenographer \$28,637.70

TOTAL ANNUAL COSTS \$89,846.28



## **HAMILTON STATUS OF WOMEN SUB-COMMITTEE**

### **1995 BUDGET**

<b>Women of the Year Banquet (20th Anniversary)</b>	<b>\$ 5,604.44</b>
<b>Printing for Committee Stationery, etc.</b>	<b>\$ 481.35</b>
<b>Seminars, Conferences, etc.</b>	<b>\$ 708.40</b>
<b>Dinner Meetings, City Hall</b>	<b>\$ 922.02</b>
<b>Women in Politics Committee</b>	<b>\$ 1,187.93</b>
<b>Community Outreach Committee</b>	<b>\$ 1,187.93</b>
<b>Social and Justice Committee</b>	<b>\$ 1,187.93</b>
<b>TOTAL EXPENSES</b>	<b>\$ 11,280.00</b>

**Note: 1994 Budget approved in the amount of \$11,280.00. The 1995 Budget Submission reflects a 0% increase over 1994.**

**EXPLANATORY NOTES  
HAMILTON STATUS OF WOMEN SUB-COMMITTEE  
PROJECTED COSTS FOR 1995**

**BUDGET**

The Projected Costs for the Hamilton Status of Women Sub-Committee for the 1995 fiscal year are listed below. These projections are based on our present experience with the 1994 actual costs.

**WOMEN OF THE YEAR BANQUET**

- Facilities, entertainment, awards,  
advertising, etc. (ticket price offset  
the majority of costs incurred including  
meals). \$5,604.44
- 1995 Dinner is 20th Anniversary.

**COMMITTEE COSTS**

- Printing for Committee stationery, etc. \$ 481.35
- Dinner Meetings, City Hall \$ 922.02

**SEMINARS CONFERENCES**

- Costs to send two Committee representatives \$ 708.40  
to the National Action Committee on the  
Status of Women's Annual General Meeting in  
Ottawa in 1994 June and other local confer-  
ences as the Committee deems would benefit  
the Committee in serving the best interests  
of women in our community

**SUB-COMMITTEES**

- a) Community Outreach Committee \$1,187.93

Projected costs reflect the committee expenses (facility rental, refreshments, babysitting, etc.) to enable representatives from the community to be involved in attending scheduled activities. Costs also reflect the purchase of a banner to advertise International Women's Day.

In 1995, the Community Outreach Sub-Committee will be hosting a Women's History Month Celebration and a week of events in support of International Women's Day.

b) Women in Politics Committee

\$1,187.93

Projected costs reflect the committee expenses (facility rental, refreshments, babysitting, etc.) to enable representatives from the community to be involved in attending scheduled activities.

In 1995, the Women in Politics Sub-Committee plans to organize and carry out seminars/forums for women to become aware of how the political processes are accessed locally; how to become involved in the political process; and, how to lobby all levels of government effectively. A workshop is scheduled for February 4th, 1995, from 8:30 a.m. to 1:00 p.m.

The Committee hosted two All Candidates Nights during the Municipal Election; one at Terryberry Library for the Mountain candidates (Wards 6-8) and a second at City Hall for Wards 1-5. An All Candidates Night will take place during the up-coming Provincial election.

c) Social and Justice Committee

\$1,187.93

Projected costs reflect the committee expenses (facility rental, refreshments, babysitting, etc.) to enable representatives from the community to be involved in attending scheduled activities.

In 1995, the Social and Justice Sub-Committee will follow up and co-ordinate a program on the Date Rape Project. On-going issues to be explored are:

1. Immigration and Deportation Policies pertaining to abusive spouses;
2. Appointments to Tribunals;
3. Court Challenges Program;
4. Community workshops dealing with the Social Security Policy Review.

### **Taxi Advisory Committee**

**Mandate:** Advises and makes recommendations on taxicab issues and concerns which may affect the taxi industry.

**Reports to:** Finance and Administration Committee

**Composition:** 2 Members of City Council  
10 Citizen Members

**Meetings:** Meets the third Tuesday of the month at 10:00 a.m.

**Number of Meetings held in 1993:** 10

**Number of Reports sent to Standing Committee in 1993:** 4

#### **Total Estimated Annual Costs:**

- Annual Staff Costs	\$25,070.
- Coffee/M Meal Orders	800.
- Printing	900.

Total Annual Costs	<u>\$26,770.</u>
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### **TASK FORCE RECOMMENDATION:**

- (a) That the Taxi Advisory Sub-Committee be disbanded; and,
- (b) That a registry of existing members be created to serve as a resource for the Finance and Administration Committee, so that they can be contacted and reactivated as a Taks-oriented group when the Finance and Administration Committee has specific issues that it wishes to refer to this group for comment and input.



# **CITY OF HAMILTON**

## **- RECOMMENDATION -**

**DATE:** 1995 February 2

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary  
Task Force to Review the Sub-Committee Structure

**SUBJECT:** Recommendations - Sub-Committees reporting to the  
Finance and Administration Committee

### **RECOMMENDATION:**

A. That the following recommendations respecting the Sub-Committees which report to the Finance and Administration Committee be approved:

(a) Hamilton Municipal Employees Retirement Fund Committee

That the Hamilton Municipal Employees Retirement Fund Committee continue as a Sub-Committee of the Finance and Administration Committee

(b) Hamilton Status of Women Sub-Committee

- (i) That the Hamilton Status of Women Sub-Committee be reconstituted as an independent Committee; and,
- (ii) That the Hamilton Status of Women Committee receive an annual committed grant in the amount of \$15,000.; and,
- (iii) That approval of the grant be referred to the Grants Process; and,
- (iv) That the City provide the Hamilton Status of Women Committee with meeting facilities; and,
- (v) That City Council continue to appoint two members of City Council to serve on the Hamilton Status of Women Committee (ie as the City appoints members to serve on the Mundialization Committee, the Hamilton Safety Council, etc.)

Note: This would give the Committee more latitude to deal with matters that have in the past been outside the jurisdiction of the City.

The Committee also requires a full time Co-ordinator/Secretary that can respond to callers and deal with the problems facing women in our community. This service cannot be provided by the City given time restraints and lack of training in this area.

The Sub-Committee presently receives an annual budget of \$11,200. As an independent Committee, the Status of Women Committee is encouraged to apply for funding from Provincial and Federal sources for specific projects they wish to undertake.

(c) Hamilton Farmers Market Sub-Committee

- (i) That the Hamilton Farmers Market Sub-Committee be disbanded; and,
- (ii) That two members of the Finance and Administration Committee and the appropriate staff attend the Annual Meeting of the Market Stallholders Association for liaison purposes.
- (iii) That a registry of existing members be created to serve as a resource for the Finance and Administration Committee, so that they can be contacted and reactivated as a Task-oriented group when the Finance and Administration Committee has specific issues that it wishes to refer to this group for comment and input.

(d) French Sub-Committee

- (i) That the French Sub-Committee be disbanded; and,
- (ii) That a registry of existing members be created to serve as a resource for the Finance and Administration Committee, so that they can be contacted and reactivated as a Task-oriented group when the Finance and Administration Committee has specific issues that it wishes to refer to this group for comment and input.

(e) Taxi Advisory Sub-Committee

- (i) That the Taxi Advisory Sub-Committee be disbanded; and,
- (ii) That a registry of existing members be created to serve as a resource for the Finance and Administration Committee, so that they can be contacted and reactivated as a Task-oriented group when the Finance and Administration Committee has specific issues that it wishes to refer to this group for comment and input.

(f) English Language Sub-Committee

That the English Language Sub-Committee be disbanded

(g) Advisory Committee on Equitable Representation on Committees, Boards and Commissions

- (i) That the Advisory Committee on Equitable Representation on Committees, Boards and Commissions be disbanded; and,
- (ii) That a registry of existing members be created to serve as a resource for the Finance and Administration Committee, so that they can be contacted and reactivated as a Task-oriented group when the Finance and Administration Committee has specific issues that it wishes to refer to this group for comment and input.

Note: This Committee has fulfilled its mandate with the implementation of a new process for appointing members to City Committees, Boards and Commissions. The Committee could be called upon from time to time to provide input on the Equitable Representation Survey conducted by the Human Resources Centre and to provide members to serve on the Selection Committee when interviews of citizen members are held.

(h) Keep Hamilton Clean Committee

- (i) That the Keep Hamilton Clean Committee be disbanded; and,
- (ii) That the responsibilities for this Sub-Committee's mandate be transferred to the Transport and Environment Committee; and,



- (iii) That the Transport and Environment Committee give consideration to having the functions performed by the Keep Hamilton Clean Committee be assumed by the Public Works Department in a similar manner as the Beautification Committee. (ie projects such as the Spotless Debate, Pitch-In Week, etc. can be done by groups of volunteers from the community, and funds for these projects can be budgeted from within the Public Works Department budget)

(i) Hamilton Sesquicentennial Celebrations Committee

No action is required.

With the approval of City Council, this Committee has now been Incorporated, and is independent from the City structure. The Committee is task-oriented, and will be disbanded after the City's Sesquicentennial in 1996. For liaison purposes, staff resource persons from the City Clerk's Office and the Department of Culture and Recreation are working with this group.

(j) Safe City Committee

That the Safe City Sub-Committee continue as a Sub-Committee of the Finance and Administration Committee

Note: In accordance with the Terms of Reference and Mandate of the Safe City Sub-Committee approved by the Finance and Administration Committee on 1994 September 22nd, no staff resources will be required for this Sub-Committee. The City will provide meeting facilities.

- B. That the following recommendations respecting various Committees which receive services from the City be approved:

(k) Hamilton-Scourge Committee

That the Finance and Administration Committee review the staff resources and expenses for this Committee.

(l) Mayor's Committee Against Racism and Discrimination & Mayor's Advisory Council Against Racism and Discrimination

That the Finance and Administration Committee review the staff resources and expenses for these Committees.



(m) Municipal Non-Profit (Hamilton) Housing Corporation & Hamilton Housing Company

That the secretarial support and resource staff support continue being provided by the Housing Department and charged to the Municipal Non-Profit (Hamilton) Housing Corporation

(n) Canadian Football Hall of Fame and Museum Management Committee

As this is not a City Committee, that the City Clerk review the resources presently being provided with the Hall of Fame General Manager.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Changes to the Sub-Committee structure, as referenced above, will realize significant savings in the area of staff resources and meeting expenses.

**BACKGROUND:**

City Council, at its meeting held 1993 September 28th, approved the formation of a Task Force to Review the Sub-Committees. The creation of this Review arose as a result of an Internal Audit on the costs of staff resources and meeting expenses incurred by the Sub-Committees.

The Task Force consisted of the Chairpersons and Vice-Chairpersons of the four Standing Committees of City Council.

The Chairpersons and Vice-Chairpersons of each Standing Committee met with the applicable staff involved in providing resources to the Sub-Committees. From those meetings, recommendations were formulated, and brought back to the Task Force for discussion.

The Task Force, at its meeting held 1995 January 24th, have approved the above-noted recommendations with respect to the Sub-Committees of the Finance and Administration Committee.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5. (c)

**DATE:** 1998 March 9

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee  
City Clerk's Department

**FROM:** Mr. S. G. Hollowell  
Acting City Clerk

**SUBJECT:** Appointment of Members - Hamilton Status of Women  
Sub-Committee

**RECOMMENDATION:**

That the Finance and Administration Committee take appropriate action to fill the citizen member vacancies on the Hamilton Status of Women Sub-Committee.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** n/a

**BACKGROUND:**

As outlined in the 1998 February 5 Information Report to the Finance and Administration Committee from the Secretary of the City's Selection Committee, Orientation Sessions for citizens interested in serving on the various City Committees, Local Boards and Commissions were held in 1997 November. All applicants and incumbents applying for renewal of their present appointments, were subsequently interviewed by the Selection Committee on 1998 January 14, 15, 16 and 22.

At its 1998 February 4 meeting, the Selection Committee directed the City Clerk's Department to re-advertise for citizen members on the Hamilton Status of Women Sub-Committee in light of the fact that only ten applications were received for the fifteen vacancies on the Sub-Committee. An advertisement appeared in The Hamilton Spectator on 1998 February 10. In keeping with Council policy, a copy of the Public Notice was also distributed to various women's groups, ethnic associations and disabled groups in the community, to encourage them to pass this information on to any citizens that may be interested in applying for membership.

By the 1998 February 27 deadline date, two additional letters of application had been received as well as a letter from the Chairperson, Hamilton Status of Women Sub-Committee, requesting that the application deadline be extended. Three additional late applications have subsequently been received, bringing the total number of applications to fifteen, equalling the number of citizen member vacancies on the Sub-Committee.

The Selection Committee Chairman has requested that the applications be forwarded directly to the Finance and Administration Committee for consideration and appropriate action. As directed, attached are all applications received to date, for membership on the Hamilton Status of Women Sub-Committee.

In keeping with the revised policy respecting the appointment of citizen members to City Committees, Local Boards and Commissions as adopted by City Council on 1998 February 10, membership on the Hamilton Status of Women Sub-Committee should be staggered with one third of its citizen members' terms of office expiring each year.

cc     Alderman C. Collins, Chairman, Selection Committee  
       Charlene Touzel, Secretary, Selection Committee  
       Maria McDonagh, Secretary, Hamilton Status of Women Sub-Committee



## HAMILTON STATUS OF WOMEN SUB-COMMITTEE

### 15 TO BE APPOINTED

(5 for a term to expire 1998 November 30)

(5 for a term to expire 1999 November 30)

(5 for a term to expire 2000 November 30)

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COMPOSITION	MEMBERS WHOSE TERM OF OFFICE EXPIRES	TERM OF OFFICE EXPIRES (Extended)
<hr/>		
2 Members from City Council	Jeanne Bernard	1998 February 10
	Alison Diamond	1998 February 10
15 Citizen Members	Wanda Dzierzbicki	1998 February 10
	Benedicta Egbo	1998 February 10
	Beth Fraser	1998 February 10
	Rosemary Giles	1998 February 10
	Colleen Howey	1998 February 10
	Joan MacDonald	1998 February 10
	Deborah Miller	1998 February 10
	Susan Smith	1998 February 10
	May Toth	1998 February 10
	Elizabeth Wonnacott	1998 February 10
	Gerri Yachetti	1998 February 10
	2 vacancies	1998 February 10

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### APPLICANTS:

1. Zaitoon Adatia, 48 Jameston Avenue, Hamilton L9C 2S2
2. Jeanne M. Bernard, 135 Broadway Avenue, Hamilton L8S 2W2
3. Antonella Bifano, 95 Ottawa Street North, Hamilton L8H 3Y9
4. E. Petra Cooke, 27 West 34th Street, Hamilton L9C 5J8
5. Alison Diamond, 27 Pine Street, Hamilton L8P 2A2
6. Kathryn M. Gamble-Lerchner, RR#2, Hamilton L8N 2Z7 (Received Late)
7. Julie Gordon, 200 Sherman Avenue South, Hamilton L8N 2R3
8. Vickie Houston, 6 Ainsworth, Stoney Creek L8J 1T3
9. Joan MacDonald, 3-43 Duke Street, Hamilton L8P 1X2
10. Sherry MacIsaac, 19 Robespierre Court, Hamilton L9B 2G6
11. Deborah Miller, 109 Gateview Drive, Hamilton L9C 1B1
12. Joanna Stott, 205 Highway #8, Box 90, West Flamborough L9H 5E1 (Received Late)
13. Irene Sushko, 2B-67 Caroline Street South, Hamilton L8P 3K6 (Received Late)
14. Cathy Wellwood, 1454 Shaver Road, Ancaster L9G 3L1
15. Mark Alan Whittle, 607-256 Mohawk Road East, Hamilton L9A 2H8

\_\_\_\_\_ Denotes an incumbent



1

Charlene Touzel

Please accept my resume to be considered for the Status of Women Committee. I realize I am late, this is because I had to go out of the country.

I would really like to be in this committee since I would like to help serve the community. I have been on the Status of Women Com. of OSSTF for the past several years. I have also been an active volunteer with our Ismaili Community for the last 24 years and have received a ten years service award from the city.

My home phone number is 575 5209

My school/work number is 385 5395 Business Department.

Zaitoon Adatia





**Zaitoon Adatia**  
**48 Jameston Avenue**  
**Hamilton, Ontario**  
**L9C 2S2**

**(905) 575 5209 Residence**  
**(905) 385 5395 Business**

**OBJECTIVE: Teaching Position, Nairobi, Kenya**  
**in Business Education**

### ***QUALIFICATION HIGHLIGHTS***

- Twenty four years of teaching experience and sincere dedication to the Computer and Business Education Profession
- Highly skilled in the area of computers
- Successfully authored and implemented Data processing, Programming, Computer Applications and Business English courses
- Experience as a Co-Head of Department of Business
- Teacher Mentor in teaching methods for newcomers and volunteers in the teaching field
- Equally effective in working on self-managed projects and as a member of a team
- Excellent organizational, communication and writing skills
- Active, ongoing participation and leadership in extra-curricular activities
- Chairing various committees both in the workplace and in the community
- Lifelong learner in the field of education
- Sensitivity to gender issues through involvement in Status of Women Committee
- Committed to professional growth and wholeness of individuals all the time

### ***EDUCATION***

#### **Degrees and Certificates**

1984	Ontario Permanent Teacher's Certificate
1969	Diploma in Education, Makerere University, Uganda
1967	Bachelor of Arts, Major in Economics and Geography University College, Nairobi, Kenya

#### **Additional Qualifications**

1994	Business Honour Specialist, University of Toronto
1993	Contemporary Honour Specialist, University of Toronto
1978	Credit Courses in Geography and Computers, University of Guelph
1973	Certification for Secretarial Subjects. Conestoga College of Applied Arts and Technology, Guelph

*Zaitoon Adatia, Page 2*

## ***PROFESSIONAL EXPERIENCE***

### *Position of Responsibility*

October 1994 - February 1995	Acting Co-Head, Department of Business, Westmount Secondary School, Hamilton
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### *Teaching Background*

1992 - Present	Teacher of Business and Computers Grades 9 through 12, Westmount Secondary School, Hamilton, Ontario
1988 - 1992	Teacher of Business and Computers Grades 9 through to 12, Sir Winston Churchill Secondary School, Hamilton, Ontario
1980 - 1989	Teacher of Adult Business and Computers Education, Mohawk College of Applied Arts and Technology
1985	English as Second Language, McMaster University, Agakhan-CIDA Project
1974 - 1984	Occasional Teacher, Conestoga College Of Applied Arts and Technology and Wellington Board of Education
Subjects Taught	Data Processing, Software Applications, Computer Programming, Office Procedures, Keyboarding, Retailing, Shorthand, Introduction to Business, English as a Second Language, Business English and Communication, Business Management.

### *Curriculum Program Development*

- Organized day-to-day department operations as Acting Head of Department
- Wrote and implemented Business English and Communications Course for Grade 11, Data Processing Applications Course for Grade 12, Keyboarding on the Computer Course for Grade 9.
- Coordinated the operation of the school store as part of the Retailing course
- Actively involved with Transition Years Committee
- Examined and revised the study guides and evaluation strategies in a self-paced program
- Modified evaluations and teaching strategies to address the special needs of students
- Created and designed computer program for self evaluation of individuals to set future career goals
- Initiated and maintained community/business contacts to recruit students and promote value of Business subjects through storefront presentations
- Prepared computer generated presentation for promotion of Computer Programs in the school
- Successfully encouraged participation of students in Keyboarding and Programming Contests.

**Zaitoon Adatia, Page 3****Leadership and Management Skills**

- Attended Cabinet meetings and reported back to the members of the Business Department
- Prepared department budget
- Negotiated and prepared teacher timetables
- Participated in preparation of department plan by representing the Business Department on the Transition Years Committee and the Staff Deployment Committee
- Chaired the Education Week Committee to promote Education to the public through presentations, demonstrations, displays, storefronts, plays and band.
- Represent the school on the Excellence in Education Committee in order to support and inspire people to work at their highest level.
- Actively involved with the Status of Women Organization both at the Education Board and the City of Hamilton
- Effectively developed programs and reached project and individual goals through my representation for the school on the District Professional Development Committee
- Initiative in tapping of resources such as finances, speakers, equipment etc.
- Monitored, evaluated and provided constructive criticism to student teachers
- Updated inventory repairs for Keyboarding and Computer Classes.
- Mastered new software and applied its full range of capabilities,
- Wrote computer applications for varied levels of abilities
- Counselling and monitored students in my role as Mentor
- Management talent for "seeing the whole picture". As Chairperson for Settlement Committee delegated tasks and oversaw successful settlement of the new Afghanistan immigrants from the first day of arrival for the duration of one year.

***EXTRA-CURRICULAR ACTIVITIES*****Current**

Excellence in Education Committee  
 Professional Development Committee  
 Status of Women  
 School Drama Program  
 Chairperson of Settlement Committee

**1992-1995**

Transition Years Committee  
 Staff Deployment Committee  
 Excellence in Education Committee  
 Professional Development Committee  
 Status of Women  
 School Drama Program and Acting  
 School Choir  
 Education Week Organizer for the School  
 Teacher Fashion Show Segment  
 Chairperson of the District Education Committee  
 Chairperson of the religious education

*Zaitoon Adatia, Page 4*

***REFERENCES***

Mrs. Beth Jazvac  
Principal  
Westmount Secondary School  
39 Montcalm Drive  
Hamilton, Ontario  
L9C 4B1

Mr. Richard Brooks  
Head of Business Department  
Westmount Secondary School  
39 Montcalm Drive  
Hamilton, Ontario  
L9C 4B1

Mr. Akber Noormohmed  
Mukhi Saheb  
Hamilton Jamat  
Ontario, Canada



APPLICATION FORM

1. Application for appointment to:

Status of Women Ctte

2

(Please specify Committee/Board/Commission of interest - maximum of two. **Only one application form to be completed.**)

2.

Name:

Jeannie M Bernier

3.

Home Address:

135 Broadway Ham ON  
L8S 2W2

4.

Postal Code:

5.

Telephone Number(s):

Home: (905) 528-4042

Work: (905) 632-2940

6.

Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.

There is work still to be done to raise  
the consciousness of Hamilton's City  
Council on the participation of women  
in the affairs of this city.

7.

How did you learn about this position:

i.

     Newspaper (please specify)

ii.

     Community Organization

iii.

     Brochure

iv.

     Radio/Television  
(please specify which program)

v.

     Word of Mouth

vi.

✓ Other (please specify)  
last committee member

RECEIVED

DEC 12 1997

CITY CLERKS

8. Additional Information:

[illegible]

Janne M. Bernier  
Signature

12/11/94  
Date

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

Your resume should not refer to any prohibited grounds of discrimination, i.e. race ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:** City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

1<sup>40</sup> p.m.

December 10, 1997

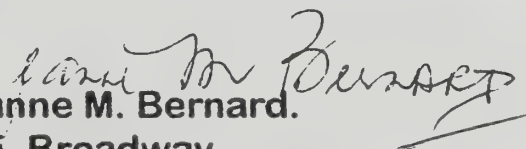
Mr. J. J. Schatz  
City Clerk  
Hamilton City Council  
Hamilton, Ontario

Sir:

I would like to be considered for another term of service on the  
Status of Women Subcommittee of the City of Hamilton.

Please consider this letter as my application.

Yours truly,

  
Jeanne M. Bernard.  
135, Broadway  
Hamilton, On L8S 2W2  
(905)528.4042



City of  
HAMILTON

1997 December 23

Ms. Jeanne Bernard  
135 Broadway Avenue  
Hamilton, ON L8S 2W2

Dear Ms. Bernard:

I am pleased to advise you that arrangements have been made for you to meet with the City's Selection Committee on **Thursday, 1998 January 22 at 1:40 p.m. in Room 233, Hamilton City Hall**, to discuss your application for membership on the Hamilton Status of Women Sub-Committee.

For your information, approximately ten minutes have been scheduled for your interview.

Enclosed, you will find a temporary parking permit which will enable you to park on the Upper Level of the City Hall Carpark free of charge while attending this interview.

It would be appreciated if you would contact Mrs. Charlene Touzel, Legislative Assistant at 546-3994 by Thursday, 1998 January 8 to confirm your attendance at the interview time listed above.

Yours truly,

S. G. Hollowell  
Acting City Clerk

*At 1:40 pm on January 22nd, I  
shall be at work in Hamilton. Sorry,  
I cannot attend.*

*Jeanne Bernard  
632-2940*

enclosure



DEC 12 1997

APPLICATION FORM

3

1. Application for appointment to: HAMILTON STATUS OF WOMEN

SUB-COMMITTEE

(Please specify Committee/Board/Commission of interest - maximum of two. Only one application form to be completed.)

2. Name: ANTONELLA BIFANO

3. Home Address: 95 OTTAWA ST. N.  
HAMILTON

4. Postal Code: L8H 3Y9

5. Telephone Number(s): Home: 547-2492

Work: 545-1139

6. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.

I AM INTERESTED IN BEING A PART OF THIS COMMITTEE BECAUSE  
I FEEL PROUD OF BEING A PART OF MY COMMUNITY. SHARING  
EXPERIENCES CAN ENHANCE AND EDUCATE A SOCIETY, THEREFORE  
MAKING IT A BETTER PLACE. WOMEN CONTRIBUTE SO MUCH TO  
THEIR COMMUNITIES, WORKFORCE, AND THEIR HEATS. OUR VOICES NEED TO  
BE HEARD. I WOULD WELCOME THE OPPORTUNITY TO CONTRIBUTE  
MY TIME AND EXPERIENCE TO HELP WHERE IT IS NEEDED.

7. How did you learn about this position:
- i. ☒ Newspaper (please specify)  
SPECTATOR
  - ii. ☐ Community Organization
  - iii. ☐ Brochure
  - iv. ☐ Radio/Television  
(please specify which program)
  - v. ☐ Word of Mouth
  - vi. ☐ Other (please specify)

SEE ATTACHED RESUME

Dec 11, 1997  
Date

Your resume should not refer to any prohibited grounds of discrimination, i.e. race ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:** City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

**Antonella Bifano**  
95 Ottawa Street North  
Hamilton, Ontario L8H 3Y9  
Home Phone 547-2492

◆ **WORK HISTORY**

---

1997      *Elections Canada*  
            *Data entry for enumeration.*

1994-1997      *Dr. Dorothy Todd DDS*  
                    Front Desk Administrator

1988-1989      *Dr. Anthony Olivieri DDS*  
                    Dental Assistant.

◆ **EDUCATION**

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Psychology 101, University Of Waterloo, Correspondence 1990

Dental Chairside Assisting, Career Canada College, 1987

Law Enforcement, Seneca College, 1985-86

◆ **INTERESTS & ACTIVITIES**

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- Volunteered during the 1996 BI-election
- Volunteer Coordinator for the 1997 Federal Election, Hamilton East
- Volunteer Telephone Chairperson for 1997 Municipal Election, Ward 3



DEC 10 1997

Hamilton Status of Women  
Selection Committee  
c/o City Clerk's Office  
71 Main Street West  
Hamilton, Ontario  
LAP 4Y5

To whom it may concern:

I am writing in support of Ms. Antonella Bifano's application to the Status of Women Sub-Committee.

I have known and worked with Ms. Bifano for two years. She is a dedicated individual who displays interest and enthusiasm in all her undertakings. Ms. Bifano's hard-working, dependable nature quickly earns her the respect and affection of her co-workers. Without doubt, she is a team player.

Ms. Bifano is a concerned citizen who is quick to take up cause. Her affection for the City of Hamilton is evident in her involvement with a number of community activities. I have every confidence in her abilities and believe that Ms. Bifano would bring a new energy and fervour to the Status of Women Sub-Committee.

Sincerely,

Sheila Copps



4

APPLICATION FORM

1. Application for appointment to: HAMILTON STATUS OF WOMEN SUB COMMITTEE

(Please specify Committee/Board/Commission of interest - maximum of two. **Only one application form to be completed.**)

2. Name: E PETRA COOKE
3. Home Address: 27 WEST 34<sup>th</sup> ST.  
HAMILTON ONTARIO.
4. Postal Code: L9C 5J8
5. Telephone Number(s): Home: 905 383 4914  
Work: 905 527 9800 EXT 7224

6. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.

Knowledgeable regarding women's issues  
having worked with women and  
for women in professional capacity  
for many years.  
Identify and can relate to  
women's issues with ease.

7. How did you learn about this position:
- i. ☒ Newspaper (please specify)  
\_\_\_\_\_
  - ii. ☐ Community Organization
  - iii. ☐ Brochure
  - iv. ☐ Radio/Television  
(please specify which program)
  - v. ☐ Word of Mouth
  - vi. ☐ Other (please specify)  
\_\_\_\_\_

RECEIVED

DEC 12 1997

CITY CLERKS

8. Additional Information:

Registered Nurse for 30 years.  
President of Ontario Nurses  
Association from 1992-1997.  
Member of the Board of directors of  
Ontario Nurses Association from 1989-1992  
Active member of the Registered Nurses  
Association of Ontario.  
Elected member of Council for the  
College of Nurses of Ontario.  
Presently the President of the College  
of Nurses of Ontario.  
Work as a Full Time Registered Nurse  
in Rehabilitative Unit of Hamilton  
Health Sciences Corporation.

E. Petra Corbett  
Signature

97.12.08  
Date

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

Your resume should not refer to any prohibited grounds of discrimination, i.e. race ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:** City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

5

DEC 12 1997

To:

Joe Schatz  
City Clerk  
Hamilton.

12/12/97  
Alison Diamond  
27 Pine St.  
Hamilton  
phone/fax  
905-527-5149

Dear Mr. Schatz,

I am a current member  
of the Status of Women Sub-  
Committee for the City of Hamilton.

I would like to enter my  
name to stand for a second  
term on this committee.

Thank you for your  
consideration.

Sincerely,

A. Diamond

APPLICATION FORM

JAN 26 1998

1. Application for appointment to: Hamilton Status of  
Women Subcommittee  
(Please specify Committee/Board/Commission of interest - maximum of two. **Only one application form to be completed.**)
2. Name: Alison Diamond
3. Home Address: 27 Pine St  
Hamilton
4. Postal Code: L8P-2A2
5. Telephone Number(s): Home: 905-527-5149  
Work: 905-577-8233
6. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.  
I am interested in promoting women's  
issues & concerns in our community  
This committee is an important link  
for women & the City of Hamilton's  
Municipal Government. I have been  
on this committee for the past 2 1/2 yrs.  
I would like to continue working on  
some of the important issues that  
we have started on.
7. How did you learn about this position:
- i. ☒ Newspaper (please specify)  
\_\_\_\_\_
  - ii. ☐ Community Organization
  - iii. ☐ Brochure
  - iv. ☐ Radio/Television  
(please specify which program)
  - v. ☐ Word of Mouth
  - vi. ☐ Other (please specify)  
\_\_\_\_\_



8. Additional Information:

- I am a registered nurse who works with people who have heart problems i.e. post-heart attacks & people going for or have had heart surgery. Women & heart disease is a particular problem in our society & an interest of mine.
- I work with a small "grassroots" local group called "Akatur" that links with a small community in El Salvador.
- I have a particular interest in women & social justice issues - & immigrants & refugees adjusting to our society.

A. Diamond

Signature

Jan 3/98

Date

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

Your resume should not refer to any prohibited grounds of discrimination, i.e. race ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:** City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

## ALISON R. DIAMOND

27 Pine Street  
Hamilton, Ontario L8P-2A2

Residence: 905-527-5149 phone/fax  
Business: 905-389-4411 ext. 2377  
or pager #384.

---

### HIGHLIGHT OF QUALIFICATIONS:

A conscientious, caring and team-oriented registered nurse with ten years of diverse experience in nursing care, health promotion, education and community development.

I have:

- \* A strong commitment to health promotion, health education and disease prevention.
- \* Excellent interpersonal and public relations skills.
- \* Broad knowledge and skills in both nursing and health education.
- \* Developed, implemented and evaluated an Assessment Skills Curriculum programme for nurses at the Henderson General Division (Chair of Skills Development Committee).

### EMPLOYMENT HISTORY:

#### **\*Medical Nurse Clinician Nov. 1991 - Present.**

Henderson Hospital, Hamilton, Ontario.

- \* Provide formal and informal nursing consultation to patients, families, nurses, allied health care professionals and other health care settings.
- \* Use research findings, initiate and participate in research - actively involved & presented 2 nursing research projects - initiated & first author of another study to be presented June 1996.
- \* Participate in maintaining the standards of nursing practice.
- \* Assess, develop, implement and evaluate educational programmes for staff, patients and families, using the principles of adult learning principles.

#### **\*Sessional Instructor Oct. 1995 - Dec. 1995.**

Mohawk College, School of Nursing, Hamilton, Ontario.

- \* Evaluated and educated new start nursing students from various backgrounds.

#### **\*Staff Nurse I.C.U. May 1990 - Nov. 1991.**

Henderson Hospital, Hamilton, Ontario.

- \* Responsible for data collection, assessment, delivery of care and evaluation of critically ill patients - Hemodynamic & cardiac monitoring - Sanctioned medical acts.

#### **\*Public Health Nurse (P.H.N.) 1989 - 1990.**

Halton Public Health Department, Burlington, Ontario.

- \* Home visits for post-MI, post-cardiac surgery patients, maternal child and all age groups; school nurse. - Primary focus health promotion & education.

**\* Staff Nurse - Medical Wards 1986 - 1990.**

Henderson Hospital, Hamilton, Ontario.

**\* Responsibilities:** team member; team leader; heart monitoring; patient education.

## **EDUCATION BACKGROUND:**

### ***Candidate Masters of Science Teaching (MScT) Programme***

**1994-Current (Completion Spring 1997).**

McMaster University, Hamilton, Ontario.

Thesis proposal: to develop a participatory education curriculum for front-line health care professionals, on violence against women, with a sensitivity towards different cultural & ethnic backgrounds.

***Advanced Cardiac Care Module II (Audited) . 1993.***

Mohawk College, Hamilton, Ontario.

***C.P.R. Instructor's Certificate . 1993.***

Mohawk College, Hamilton, Ontario.

***Bachelor of Science in Nursing (BScN) . 1987 -1989 .***

McMaster University, Hamilton, Ontario. *Dean's List.*

***Physical Assessment Course for Nurses . 1986 (update 1994) .***

Mohawk College, Hamilton, Ontario.

***Nursing Diploma. 1982 - 1985 .***

Mohawk College, Hamilton, Ontario.

## **COMMUNITY PARTICIPATION:**

**1995 - Present** *Executive Member, Hamilton Status of Women Sub-Committee - Co-chair of the Social Action Sub-Committee*

**1995 - Present** *Hamilton & Area Cuban Friendship Association*  
- Fundraising, education & social justice issues.

**1993 - Present** *Member of the Hamilton Salvadorian Association*  
- Involved in community development & social justice issues.

**1991 - 1992** *Member of Esperanza, Hamilton Chapter.*  
- Local Salvadorian organization - educating & fundraising

**1989 - Present** *Member of Amnesty International - Local Chapter*

1989 - 1992      *Member of Hamilton Action for Social Change* - social activist group.

**PROFESSIONAL ACTIVITIES:**

1985 - Present    *Member of the College of Nurses of Ontario*

1989 - Present    *Nursing Undergraduate Admissions process at McMaster University, Hamilton.*

1994 - Present    *Chair of the Nursing Ethics Committee, Henderson General.*

1994 - Present    *Member of McMaster University's Nursing Alumni Executive Committee.*

1993 - Present    Developed, implemented and co-ordinated an *Assessment Skills Education Programme for the Department of Nursing* at the Henderson Hospital (Committee Chair).

1995 - Present    *Member of Cultural & Religious Awareness Committee ( C.R.A.C.) Education Subcommittee.*  
Enthusiastically collaborated in the education programme development & implementation of cultural sensitivity workshops for nurses.



Kathryn M. Gamble-Lerchner  
Barrister and Solicitor  
R.R. #2  
Hamilton, Ontario L8N 2Z7

6

RECEIVED

MAR 05 1998

CITY CLERKS

LATE

March 3, 1998

Mr. J.J. Schatz  
City Clerk  
City of Hamilton  
Office of the City Clerk  
2nd Floor, City Hall, 71 Main St. W.  
Hamilton, Ontario L8P 4Y5

Dear J.J. Schatz:

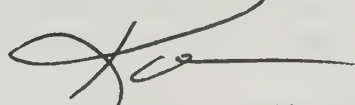
This is an application to be considered for an appointment to the Hamilton Status of Women Sub-Committee.

I was born and raised in Hamilton. I studied in Toronto and London where I was involved in various non profit organizations and committees. I have been the chairperson of various committees involved in the communities in which I have resided. For example I was membership committee chairperson for the Midland District Business Women's Association; By-law committee member for the Sudbury Business Women's Association and a member of the Daycare Subsidy Committee for the City of London. My involvement in volunteer work is more extensive than my resume can adequately reflect.

The categories of experience I bring to my volunteer work consist of: parent, self-employed small business person, lawyer, director, committee member and chair, church member, musician, caseworker, commercial pilot, and mediator.

Please select me for the appointment.

Very truly yours,



Kathryn M. Gamble-Lerchner

enclosure: resume

*KATHRYN MARY  
GAMBLE-LERCHNER*

R.R. #2 Hamilton, Ontario L8N 2Z7  
(905) 689-1320 (voice); (905) 689-2418 (fax)

**EMPLOYMENT** Full Time:

*STUDENT-AT-LAW*, Weaver, Simmons, Sudbury, Ontario, July 1996-97

this litigation based firm provided rotations in criminal, civil litigation, estate planning and real-estate. Court room appearances in Provincial Division, Small Claims Court and Provincial Offences Division were numerous. Municipal, Corporate Commercial, Arbitrations, Mediations, Family and Bankruptcy experience were included in an exceptional year of articling.

*MANAGER , LIST BROKERAGE*, McIntyre & Dodd Marketing Inc., Toronto, Ontario, Mar 1988 - Jun. 90

promoted from Sales Support to Division Manager; supervised ten staff; 2.5 million in annual sales; responsible for staff training and management; preparation and presentation of strategic plans; budget administration; business development and strategic planning.

*ASSISTANT TO THE GENERAL MANAGER*, Compucentre Toronto Inc., Toronto, Ontario, Sept. 1985 - Mar 1988

conceived, planned, designed and co-ordinated product seminars, promotional materials, press releases, trade show exhibits, display ads and direct mail campaigns.

*ASSISTANT SUPERVISOR* , D. Millman Market Services Inc., Toronto, Ontario, Apr. 1985 - Sept. 1985

bilingual supervisor of telephone and in store marketing staff

Part time: *CUSTOMER SERVICE REPRESENTATIVE & AFTER HOURS CENTRAL TELLER* Royal Bank, Midland, Ontario, Dec. 1991- February 94

responsible for a variety of customer transactions, promoting and selling the full range of bank services; entrusted with junior combinations on cash vault, PTB, night depository, cash and securities; night deposit processing and business account servicing

*CUSTOMER SERVICE REPRESENTATIVE* CIBC, Midland, Ontario, part-time, Oct. 1990 - Nov. 1991

counter service representative for a variety of customer transactions as well as providing dual custody for high volume night and current account deposit area

## **AFFILIATIONS**

Ontario Trial Lawyers Association, Canadian Bar Association, Christian Legal Fellowship,  
Canadian Owners and Pilots Association, Recreational Aircraft Association of Canada.

## **EDUCATION**

### **Call to the Ontario Bar, 1998**

- Bachelor of Laws Degree, Faculty of Law, University of Western Ontario, 1996
- Combined Honours BA. Psychology & Economics, Glendon College, York University, 1981-1985 First Class Standing + Dean's Honour Roll Member each year

## **EXTRA CURRICULAR ACTIVITIES**

- VOLUNTEER CASE WORKER & HOTLINER, UWO Community Legal Services, 1993 - 1996.
- CASE WORKER for legal concerns at WOTCH, London Ontario 1995-96
- MOOTER, UWO Internal Moot Competition, Fall 1994
- ORIENTATION WEEK LEADER, UWO Law School, Fall 1994
- VICE PRESIDENT, Recreational Aircraft Association, Jan. 1993-Dec. 1994
- REGIONAL DIRECTOR, Recreational Aircraft Association, 1991 to present
- EXECUTIVE DIRECTOR, Midland and District Business Women's Association, 1990-1992
- PRESIDENT, 1063 Don Mills Rd. Tenant's Association, 1986-87
- DIRECTOR, Aerobatics Canada Chapter #3, 1988-1994, Various terms of Treasurer, also National Board 1980-81, CANADIAN WORLD AEROBATIC TEAM DELEGATE 1980, 1982 CONTEST AND DEMONSTRATIONS DIRECTOR for various flying events
- FACULTY COUNCIL MEMBER, Student rep for Academic Policy and Planning Committee, Glendon College, York University, 1983-84

## **AWARDS AND HONOURS**

- THE ULTIMATE AEROBATICS AWARD for outstanding contribution to the Sport of Aerobatics, 1981
- DEAN'S HONOUR ROLL MEMBER 1982-1985 inclusive
- ONTARIO SCHOLAR, 1981

## **SPECIAL SKILLS & INTERESTS**

- Licensed Commercial Pilot since 18 years of age. License #YZC 225814
- Proficiency in French and German
- Cross Country & Downhill Skiing; Canoeing; Piano & Saxophone; Singing; Traveling and Curling
- Mediation Certificate, 1995





DEC 12 1997

APPLICATION FORM

7

1. Application for appointment to: Status of Women

(Please specify Committee/Board/Commission of interest - maximum of two. **Only one application form to be completed.**)

2. Name: Julie Gordon

3. Home Address: 200 Sherman Ave S

4. Postal Code: L8N 2R3

5. Telephone Number(s): Home: 543-1453

Work: \_\_\_\_\_

6. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.

As a sole support parent, I would  
like the opportunity to have some  
input into the Hamilton Status  
of Women sub-committee. My  
experience in journalism, research  
and volunteering could be useful to  
the committee.

7. How did you learn about this position:
- i. ☒ Newspaper (please specify)  
Hamilton Spectator
  - ii. ☐ Community Organization
  - iii. ☐ Brochure
  - iv. ☐ Radio/Television  
(please specify which program)
  - v. ☐ Word of Mouth
  - vi. ☐ Other (please specify)  
\_\_\_\_\_

8. Additional Information:

From 1995 to present, I have been an active volunteer for the Coalition for Social Justice and Hamilton Against Poverty. I have also volunteered for the ~~Minorities~~ Canadian-Caribbean Association and participated in a research project for Prof. Daenzer at McMaster University in the Women's Studies program.

Julie Gordon  
Signature

Dec 10, 1997  
Date

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

Your resume should not refer to any prohibited grounds of discrimination, i.e. race ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:** City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

## **Julie Gordon**

103 Erie Ave.  
Hamilton , Ontario L8N 2W5  
546-1491

---

**Objective:** A position as a writer or journalist or reseacher.

**Volunteer:** November 1994 to April 1995  
Copy Editor  
BYÁ Newsletter  
Duties: Research, collecting and organizing information and stories,  
editing, cut and paste

September 1994 to November 1994  
Library Assistant  
Stinson Street School  
Duties: Stacking books, inventory, Organizing books and materials,  
cut and paste

Summer 1993 and Summer 1995  
Promoter  
Unofficial Beavermead Campers  
Duties: Designed posters and T shirts, organized sign committee and  
meetings, organized picnics and entertainment

September 1990 to June 1994  
Teacher's Aide  
King Edward Public School, Peterborough  
Duties: Arts and Crafts instruction, individual tutoring, cut and paste,  
correcting and copying papers

September 1989 to September 1990  
Aide to the Blind  
Kawartha World Issues Centre, Peterborough  
Duties: Reading , note-taking, typing, copying papers

Summer 1988 and 1989  
Gardening Committee Spokesperson  
Neighbour to Neighbour and Kawartha World Issues Centre  
Duties: Planning garden, attending meetings, postering, promotion

Food Bank Assistant  
Neighbour to Neighbour Food Bank  
Duties: Stacking and sorting food, allotting  
food to clients, filing

**Experience:** Elections Ontario Hamilton, Ontario  
**District Returning Officer** May 1995 to June 1995  
Interviews, note-taking, typing, recording names, counting and sorting  
votes.

Canada Customs Niagara Falls, Ontario  
**Customs Officer** May 1984 to October 1984  
Inspection, tax collection, referral, interview

White's, Greenaway, Hamilton, Ontario  
**Security Guard** May 1982 to December 1984  
Observation, note-taking, inspection, tour of duty

Upjohn, MPP, Comcare Hamilton, Ontario  
**Companion/aide** October 1980 to June 1983  
Sitting, observation, cooking, personal care and attendance

**Education:** Mohawk College Hamilton, Ontario  
**Law and Security Administration** 1985

Conestoga College Kitchener, Ontario  
**Print Journalism** 1980

**References:** Available upon request



APPLICATION FORM

DEC 12 1997

8

1. Application for appointment to: status of women

(Please specify Committee/Board/Commission of interest - maximum of two. **Only one application form to be completed.**)

2. Name: VICKIE HOUSTON
3. Home Address: 6 AINSWORTH STONEY CREEK
4. Postal Code: L8J 1T3
5. Telephone Number(s): Home: 573 2657  
Work: 546-2691

6. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.

- I am interested in helping to re-define the changing role of women in our community  
I am a social worker employed in the Community Services Dept of the Region  
I also worked previous as a law clerk

7. How did you learn about this position:
- i. ☒ Newspaper (please specify)  
\_\_\_\_\_
  - ii. ☐ Community Organization
  - iii. ☐ Brochure
  - iv. ☐ Radio/Television  
(please specify which program)
  - v. ☐ Word of Mouth
  - vi. ☐ Other (please specify)  
\_\_\_\_\_

8. Additional Information:

I feel that with the changing face of all levels of Gov't & these policies they are developing that in some cases women may actually be losing ground once gained under such legislation as pay equity etc.. In my job I see great inequities that still exist between men & women in this community & would like the opportunity to help make recommendations to Council which might have a positive effect on our community & may help alleviate some of those inequities.

Valerie Houston  
Signature

25/1/97  
Date

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

Your resume should not refer to any prohibited grounds of discrimination, i.e. race ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:** City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

9

CURRICULUM VITAE

JOAN M. MACDONALD

Joan M. MacDonald, LL.B.  
Barrister & Solicitor  
1100 - One King Street West  
Hamilton, Ontario  
Canada L8P 1A4

Telephone 905 526-9552  
Facsimile 905 526-1037  
e-Mail lawfirm@nobel.com

Residence  
43 Duke Street  
Unit Number 3  
Hamilton, Ontario  
Canada L8P 1X2

Telephone 905 526-9575

EDUCATION

1988	Called to Ontario Bar
1987 - 1988	Bar Admission Course, Osgoode Hall Toronto, Ontario
1987	LL.B., University of Western Ontario London, Ontario
1978 - 1981	B.A. First Year (part-time) McMaster University, Hamilton, Ontario
1973 - 1975	Associate, Institute of Law Clerks of Ontario, Humber College, Toronto, Ontario

EMPLOYMENT HISTORY

1990 - Present:	<u>Sole Practitioner</u> , Hamilton Area of Practice: Mental Health, Criminal, Children's Aid Societies, Family & Civil Litigation, Immigration, Refugee Hearings, Parole Boards, Criminal Injury Compensation Board, Estates, Real Estate, Business Law
-----------------	--

1988 - 1989

Williams & MacDonald, Hamilton (Partner)  
Barristers & Solicitors  
Areas of Practice: Mental Health,  
Criminal, Children's Aid Societies,  
Family & Civil Litigation, Estates,  
Immigration, Real Estate, Corporate

1987

Articles Waived

1984 - 1987

U.W.O Law School, London  
Vice-President, CBA-O Student Division,  
Editor, CBAO NEWS column, Res Ipsa  
Loquitur  
Student Representative, Canadian Bar  
Association-Ontario Division  
Student Representative, Association of  
Trial Lawyers of America  
CBA-O Sub-Committees: Paralegals,  
Academic Legal Education & Fundraising

1984 - 1988

Norman F. Williams, Hamilton  
Barrister & Solicitor  
Part-time and summer employment

1971 - 1984

Norman F. Williams, Hamilton  
Barrister & Solicitor  
Law Clerk, Associate, ILCO, Toronto

Appeared before quasi-judicial boards  
such as Criminal Injuries Compensation  
Board, Social Assistance Review Board,  
Parole Boards, Advisory Review Boards of  
the Lieutenant Governor under the  
Criminal Code of Canada, Regional Review  
Boards under the Mental Health Act.

Appeared before various Courts such as  
Small Claims Court, Traffic Court, By-  
law Court and Provincial Judges Court  
(Criminal Division) for summary matters  
& (Family Division) for Show Cause  
Hearings and Children's Aid matters.

Past Director and Programme Chair of The  
Institute of Law Clerks of Ontario,  
developing new programs in Thunder Bay  
and Hamilton, (Outreach Program).  
Liaise with the Law Society regarding  
insurance coverage for law clerks and  
Liaise with Community Colleges to offer  
ILCO Law Society sanctioned education at  
Mohawk College, Hamilton, Durham  
College, Oshawa, and Conestoga College,  
North Bay.



**APPOINTMENTS**

June	1996	Other Civil Consultation Group Member The Ontario Legal Aid Plan
Apr.	1995	Deputy Small Claims Court Judge
Mar.	1992-1994	Official Guardian's Personal Rights Panel
Nov.	1993	Status of Women, City of Hamilton
1993 - Present		Canadian Bar Association - Ontario Regional Liaison Representative
1994 - Present		Canadian Bar Association - Ontario Council Member

**AWARDS**

Oct.	1995	HOSPITAL OF ST. JOHN OF JERUSALEM <u>Humanitarian Award</u>
Mar.	1995	THE HAMILTON SAFETY COUNCIL <u>Special Certificate of Commendation</u>
May	1995	POLICE SERVICES BOARD <u>Partnership Award</u> in recognition and appreciation of an outstanding act that contributed to a safer community.
July	1993	ATLA's <u>Wiedeman/Wysocki Citation of Excellence Medal</u> for outstanding contributions to the cause of civil justice.
1992		ATLA's <u>Wiedeman/Wysocki Citation of Excellence Medal</u> for outstanding contributions to the cause of civil justice.
1990 - 1991		ATLA's <u>Outstanding State Delegate</u> for bridging initiatives on behalf of victims' rights in Canada and the United States.

**PROFESSIONAL ORGANIZATIONS**

1988 - Present	<u>The Law Society of Upper Canada,</u> Member in good standing
1988 - 1992	<u>The Ontario Legal Aid Plan,</u> Immigration Law Panel
1988 - Present	Mental Health Law Panel
1988 - Present	<u>Hamilton Law Association</u> Member in good standing
1992 - 1993	Committees: Bertha Wilson Fundraiser
1997	The Volunteer Recognition Committee
1988 - Present	<u>Women's Law Association of Ontario</u> Member in good standing
1993	Elected Member-at-Large
1994 - 1995	Elected Treasurer
1990 - Present	<u>Hamilton Criminal Lawyers' Association</u> Member in good standing
1990 - Present	<u>Hamilton Medical-Legal Society</u> Member in good standing
1990 - Present	<u>Criminal Lawyers' Association, Toronto</u> Member in good standing
1988 - Present	<u>Canadian Bar Association-Ontario</u> Member in good standing
1988 - 1994	Elected Council Member
<b>CBAO COMMITTEES:</b>	
1987 - 1989	Fundraising
1988 - Present	Academic Legal Education
1988 - Present	Paralegals
1989 - 1991	Judicial Appointments
1992 - Present	Distance Education Committee
1992 - Present	Feminist Legal Analysis Committee:
Sept. 1993	Elected Member-at-Large (FLAC)
Oct. 1993	Gender Issues
1993 - Present	Criminal Justice Section
1993 - Present	Health Law Section
1993 - Present	Administration law Section
1995 - Present	Regionalization Committee
1996 - Present	Communications Committee

1988 - Present	<u>Association of Trial Lawyers of America,</u> Member in good standing
1988 - 1991	Elected State Delegate, Ontario
1991 - Present	Member, Trial Lawyers for Public Justice
1992 - Present	Member, Roscoe Pound Foundation
1992 - 1993	Criminal Law Section
1992 - 1996	Elected First Woman Governor, Ontario
1992 - 1993	Elected Secretary, Women Trial Lawyers Caucus
1993 - 1994	Elected Chair, Women Trial Lawyers Caucus
1993 - Present	Executive-Domestic Violence Section
1996 - Present	Elected Governor by Women Trial Lawyers Caucus
1997 - Present	Elected State Delegate, Ontario

**ATLA COMMITTEES:**

1997 - Present	OHO (Organization & Home Office)
1991 - 1992	Organizational Review
1990 - Present	Membership Oversight
1991 - 1992	Chair, Canadian Membership
1992 - Present	Co-Chair, Canadian Membership
1993 - Present	Convention Planning Committee
1993 - 1994	Section Leaders Council
1991 - Present	<u>The Advocates' Society, Toronto</u> Member in good standing
1991 - Present	<u>Ontario Trial Lawyers Association,</u> Hamilton, Ontario Founding Member Director
1995 - Present	New Lawyers Division Founding Member Director
1993 - Present	<u>McMaster University, Faculty of</u> Health Sciences, Hamilton MD Admissions Committee
1990 - Present	<u>Elgin Women's Law Association</u> Member
1987 - 1992	<u>Advocacy Resource Centre for the</u> <u>Handicapped (ARCH), Toronto</u> Committee on Legal Issues in Psychiatry
1988 - Present	<u>American Academy of Psychiatry &amp; the Law</u> Baltimore, Maryland Associate Member



1988 - Present      Canadian Association for Transactional Analysis, Toronto  
Associate Member

**SEMINARS ORGANIZED**

Nov	1997	Consent and Capacity Hamilton CLE <u>Local Coordinator</u> Hamilton Law Association & CBAO
July	1994	Association of Trial Lawyers of America - Women's Caucus Program <u>Law in the 21st Century...Gender Injustice - Ethics &amp; Bias</u> - Chicago, Annual Convention
May	1994	Ontario Trial Lawyers Association <u>Mastering Trials, Russ Herman</u> - Toronto
Jan.	1994	Canadian Bar Association-Ontario 1994 Annual Institute (CLE) <u>Art Auction - Fundraiser, Chair</u> LEAF Foundation co-sponsor
Nov.	1993	Women's Law Association-Ontario <u>Pre-Trials - View from the Bench</u> Hamilton Law Association
Oct.	1993	Ontario Trial Lawyers Association <u>Fall Workshop, Over 20 Bullets for your Litigation Practice</u>
Feb.	1993	Ontario Trial Lawyers Association <u>New Directions and Strategies for Litigating in the 90's</u>
Oct.	1989	The Law Society of Upper Canada <u>Real Estate Loss Prevention: Managing the Paper Flow</u> Faculty Workshop Leader
Mar.	1989	The Law Society of Upper Canada The Ontario Legal Aid Plan <u>Mental Health Law: A Lawyer's Guide to Mental Health Act Proceedings</u> Faculty Workshop Leader
Feb.	1989	Canadian Bar Association-Ontario <u>Workshop on Time Management</u> Fundraiser Chair Vice-President, Student Division



## COMMUNITY ORGANIZATIONS

1997 - Present	<u>Hamilton AIDS Network</u> Board of Directors
1981 - Present	<u>Hamilton Law Association,</u> Speakers' Bureau
1995 - Present	Women's Services Committee
1996 - Present	Volunteer Recognition Committee
1994 - Present	<u>Hamilton Law Association</u> - Family Law Section - Women's Services Committee
Nov. 1994 - 1997	<u>The Board of Education for the</u> <u>City of Hamilton</u> Elected Trustee, Public School Board Committees: Aids Policy - Supervised Alternative Learning for Excused Pupils (SALEP) - Employment Equity Coordinating - Anti-Racism & Ethnocultural Equity
May 1994	<u>Hamilton Rotary Club</u>
Aug. 1994	Co-chair Rotary BBQ
May 1997	Chair, Easter Seal Children's BBQ
May 1997	Chair, Easter Seal Children's Christmas Party
1993 - Present	<u>Hamilton Status of Women Sub-Committee</u>
1993 - 1995	Social & Justice Sub-Committee
Aug. - 1994	Safe City Sub-Committee
1994 - 1995	Chair, Social & Justice Sub-Committee
1994 - 1995	Chair, Women in Politics Sub-Committee
1995 - 1997	Elected Chairperson
1993 - Present	<u>John Howard Society</u> Member
1992 - 1994	<u>Hamilton Chamber of Commerce</u> Member

1992 CAVEAT, Priscilla De Villiers,  
Burlington, Ontario  
Legal Research Consultant

1987 Separated & Divorced Catholics Group,  
London, Ontario

1983 - 1985 The Salvation Army  
Victim/Witness Assistance Program  
Founding Member

1981 - 1983 Community Legal Education Ontario (CLEO)  
Director

1978 - 1981 McMaster Association of Part-time  
Students (MAPS)  
Council Member and liaison person  
between union and administration

1978 City of Hamilton Status of Women  
Founding Member  
Director

1977 Hope Haven for Women Shelter  
Founding Member  
Director

1973 - 1975 Interim Drug Crisis Centre,  
Director

#### PRESENTATIONS

May 1997 The Law Society of Upper Canada,  
40th Bar Admission Course, London  
Phase One - Advocacy  
Instructor

May 1997 Mothers Against Drunk Drivers  
1997 Annual Convention  
Speaker - "Civil Actions"

May 1997 Hamilton Status of Women  
21st Anniversary Women of the Year  
Awards Dinner  
Director of Ceremonies

May 1997 St. Joseph's Hospital/McMaster University  
Bipolar Youth Group - Speaker

May 1997 Rotary Career Days 1997  
Grade 8, Career Day - Opening Speaker

Apr.	1997	<u>Canadian Bar Association-Ontario</u> Speakers Bureau, 1997 Law Day
Jan.	1997	<u>Canadian Bar Association-Ontario</u> 1997 Institute of Continuing Legal Education Gender Issues Breakfast, Chairperson Meeting the Challenge of a Diverse Profession - Basic Do's & Don'ts
1996	1997	<u>Industry-Education Council</u> <u>(Hamilton-Wentworth)</u> Commercialism in Our Schools: Under What Conditions? Panellist Career Day
May	1996	<u>Institute of Law Clerks of Ontario</u> Sixth Annual Conference for Law Clerks "Are You Part of the Team" Keynote Speaker: 21st Century Teamwork; Fact or Fiction?
May	1996	<u>Hamilton Status of Women</u> 20th Anniversary Women of the Year Awards Dinner Director of Ceremonies
Sept.	1995	<u>Seminars Unlimited, Toronto</u> Love and the Law
July	1995	<u>ATLA's Annual Convention, New York</u> Criminal Law Section Mediation in the Criminal Justice System Panellist
May	1995	<u>Rotary Career Day 1995</u> Glendale Secondary School
Nov.	1994	<u>Mohawk College</u> Gender Equality in the Nineties
Oct.	1994	<u>Council of Women</u> Gender & Racism in the Nineties
Oct.	1994	<u>McMaster Medical School</u> Medical vs. Legal or Legal vs. Medical?
Sept.	1994	<u>Hamilton Board of Education</u> Conference "Achieving Diversity as a Culture" <u>Racial Inequality in the Justice System</u> Presenter & Workshop Leader - 2 days

July	1994	<u>ATLA's Annual Convention, Chicago</u> Woman's Caucus Program Moderator Law in the 21st Century...Gender Injustice - Ethics & Bias
July	1994	<u>ATLA's Annual Convention, Chicago</u> New Lawyers Division Panellist Is it Male v. Female, Is it Older v. Younger, or is it Minority v. Majority: Gender, Race and Experience
July	1994	<u>ATLA's Annual Convention, Chicago</u> Criminal Law Section Speaker Where Family Law & Criminal Law Meet
Mar.	1994	<u>A Coalition of the Hamilton and District Labour Council, The United Way and The Hamilton Status of Woman Committee</u> Facilitator Violence and Assault in Workplace by Clients
Feb.	1994	<u>Canadian Federation of University Women</u> Panellist Gender Bias in the Courts
Nov.	1993	<u>Legislative Assembly of Ontario, Standing Committee on Social Development</u> Regulated Health Profession Amendment Act, 1993
Oct.	1993	<u>OTLA's Fall Workshop Conference</u> "Over 20 Bullets for your Litigation Practice" Speaker Distinguishing Post-Traumatic Stress Disorder from Other Disorders
Apr.	1993	<u>ATLA's National College of Advocacy, New Orleans</u> "Annual Jazz Fest Seminar: Liability, Causation, and Damages" Speaker Distinguishing Post-Traumatic Stress Disorder from Other Disorders



- Mar. 1993 Queen's Law School, Kingston  
"Advocacy Trial Techniques"  
 The Mental Health Act and Recent Amendments  
 Speaker  
 Bill 74 - The Advocacy Act  
 Bill 108 - The Substitute Decisions Act  
 Bill 109 - The Consent to Treatment Act
- Mar. 1993 University of Western Ontario,  
Law School, London  
 Speaker  
 Women in the Legal Profession: In Fear of Flying: Flying Solo
- Dec. 1992 Chedoke-McMaster Child & Family  
Services, Psychology Department  
"Impact on the Mental Health Act"  
 Speaker  
 Bill 74 - The Advocacy Act  
 Bill 108 - The Substitute Decision Act  
 Bill 109 - The Consent to Treatment Act
- Nov. 1992 Ontario Psychologists' Association  
"Impact on the Mental Health Act"  
 Speaker  
 Bill 74 - The Advocacy Act  
 Bill 108 - The Substitute Decision Act  
 Bill 109 - The Consent to Treatment Act
- July 1992 ATLA Annual Convention, Washington  
"Forum: Women Litigators Dealing with  
the Demands of the Profession"
- Feb. 1992 Queen's Law School, Kingston  
Advanced Evidence: Mental Health Act
- Jan. 1992 ATLA Mid-winter Convention, Boca Raton  
Use of Medical Experts in Medical  
Negligence Cases,  
 Moderator
- July 1991 ATLA Annual Convention, Toronto  
Legal Ethics and Civil Rights: Gender  
and Race Bias in the Civil Justice  
System,  
 Moderator
- Apr. 1989 Sir John A. Macdonald Secondary School  
ISSUES '89 Ethnic/Race Relations, Human  
Rights, Kids at Risk

1981 - 1983      Community Legal Education Ontario (CLEO)  
Speaker at libraries, half-way houses  
and correctional institutions

#### CONTINUING EDUCATION

July	1996	<u>The Advocates' Society, Toronto</u> <u>Harvard Mediation Course,</u>
May	1994	<u>Ontario Trial Lawyers Association</u> <u>Mastering Trials, Russ Herman, Toronto</u>
Apr. -	May 1994	<u>Frank Corner, Hamilton</u> <u>Basic Mediation Course</u>
Oct.	1993	<u>Ontario Trial Lawyers Association</u> <u>Fall Workshop</u> <u>Over 20 Bullets for your Litigation</u> <u>Practice - Toronto</u>
Apr.	1993	<u>The Ability Group</u> <u>Ability Group Care of Path</u> <u>Employment Services</u> Employment of People with Disabilities
Feb.	1993	<u>Ontario Trial Lawyers Association</u> <u>New Directions and Strategies for</u> <u>Litigating in the 90's - Toronto</u>
Nov.	1992	<u>County of Carlton Law Association</u> <u>Civil Litigation Updated - Ottawa</u>
Oct.	1992	<u>Canadian Bar Association</u> <u>Gender Equality - A Challenge for the</u> <u>Legal Profession - Toronto</u>
June	1990	<u>Correctional Service Canada</u> <u>University of Saskatchewan, Saskatoon</u> <u>Third Symposium on Violence &amp; Aggression</u>
1990 -	Present	CBA Annual & Mid-winter Conventions
1988 -	Present	ATLA Annual & Mid-winter Conventions
1985 -	Present	CBAO Fall & Spring Conventions
1984 -	Present	Criminal Lawyers Association

**SPONSORSHIP**

1992 - 1993

ATLA Environmental Law Essay Contest  
The University of Western Ontario School  
of Law, Scholarship Sponsor

Sept. 1993

'93 Orientation Week  
The University of Western Ontario

MACDONALD, JOAN M.  
JOAN M. MACDONALD, LL.B.  
COMMERCE PLACE  
1100 - ONE KING STREET WEST  
HAMILTON, ONT L8P 3A4  
TEL: (905) 526-9552  
FAX: (905) 526-1037

1988	University of Western Ontario (LL.B.)
1988 - 1991	Elected State Delegate, Ontario
1991 - Present	Member, Trial Lawyers for Public Justice
1992 - Present	Member, Roscoe Pound Foundation
1992 - Present	Elected First Woman Governor, Ontario
1992 - 1993	Elected Secretary, Women Trial Lawyers Caucus
1992 - 1993	Criminal Law Section
1993 - 1994	Elected Chair, Women Trial Lawyers Caucus
1993 - 1995	Executive-Domestic Violence Section

**ATLA COMMITTEES:**

1991 - 1992	Organizational Review
1990 - Present	Membership Oversight
1991 - 1992	Chair, Canadian Membership
1992 - Present	Co-Chair, Canadian Membership
1993 - Present	Convention Planning Committee
1993 - 1995	Section Leaders Council
1991 - Present	<u>The Advocates' Society, Toronto</u> Member
1991 - Present	<u>Ontario Trial Lawyers' Association,</u> Burlington, Ontario Director

Health, Criminal, Family and Civil Litigation, Medical  
Negligence, Products Liability, Personal Injury.



# APPLICATION FORM

10

DEC 12 1997

1. Application for appointment to: Hamilton Status of Women Sub-Committee,  
City of Hamilton Licensing Committee  
(Please specify Committee/Board/Commission of interest - maximum of two. **Only one application form to be completed.**)

2. Name: Sherry MacIsaac

3. Home Address: 19 Robespierre Court, Hamilton

4. Postal Code: L9B 2G6

5. Telephone Number(s): Home: (905) 385-7460

Work: (905) 777-1772

6. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.

As a relative newcomer to the Hamilton area, I am  
interested in serving on the licensing committee / status of  
women sub-committee in order to become more involved in my  
community.

I believe my educational background and work experience  
will enable me to make a valuable contribution to  
either committee. In particular, my legal background  
and familiarity with adjudicative hearings [see "additional  
information"

7. How did you learn about this position: i. ☒ Newspaper (please specify)  
Hamilton Spectator

ii. ☐ Community Organization

iii. ☐ Brochure

iv. ☐ Radio/Television  
(please specify which program)

v. ☐ Word of Mouth

vi. ☐ Other (please specify)

RECEIVED

DEC 12 1997

CITY CLERKS

8. Additional Information:

[Continued from previous page]

Should assist me as a member of the Licensing Committee. A strong interest in women's issues plus experience in critically analyzing legislation and jurisprudence will help me advance the purposes of the Status of Women Sub-committee. Please see the enclosed Resume for additional information.

Sherry Mae Hare  
Signature

December 11, 1997  
Date

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

Your resume should not refer to any prohibited grounds of discrimination, i.e. race ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:** City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

**SHERRY LYNN MACISAAC, B.B.A., LL.B.**

44 Hughson Street South, Hamilton, ON L8N 2A7

Phone: (905) 777-1772

e-mail: macisaac@netinc.ca

**WORK EXPERIENCE**

December 1994  
to present

Legal Consultant/Sole Proprietor - SLM Consulting  
Hamilton, Ontario

Providing consulting, legal research and writing services to both the public and private sector.

March 1994  
to  
January 1995

Acquisition Editor - Carswell,  
Thomson Professional Publishing  
Ottawa, Ontario

Duties included new product development and evaluation; financial analysis and projection; author contact; contract negotiations; product positioning and marketing; project scheduling and management; liaising with in-house and field sales personnel, including the preparation and delivery of sales presentations; preparation of promotional documentation; monitoring developments in various areas of law; legal research and writing.

September 1990  
to  
March 1994

Legal Editor/Senior Legal Editor - Carswell,  
Thomson Professional Publishing  
Ottawa, Ontario

Responsibilities included legal research and writing, monitoring of federal and provincial legislative developments, development and preparation of marketing material, liaising with authors and managing legal publications.

June 1989  
to  
August 1990

Articles of Clerkship - Brennan and Hedges,  
Ottawa, Ontario

Worked in 5 lawyer general practice firm. Responsibilities included assisting in all aspects of land transactions, drafting legal documents, handling client files, attending on motions, and conducting trials in landlord and tenant matters and Small Claims Court.

January 1989  
to  
June 1989

Research Assistant - Secretary of State, Legal Services,  
Hull, Québec

May 1988  
to  
August 1988

Responsibilities included legal research and writing legal memoranda, taxing solicitors' accounts, updating litigation files, instructing Department of Justice Agents and related administrative duties.

## EDUCATION

- 1990-1991                      Law Society of Upper Canada Bar Admission Course  
                                     Called to Ontario Bar, 1991
- 1986-1989                      University of Ottawa  
                                     Ottawa, Ontario  
                                     Bachelor of Laws, 1989
- 1981-1985                      Acadia University  
                                     Wolfville, Nova Scotia  
                                     Bachelor of Business Administration, 1985  
                                     Awarded Dr. Lalia B. Chase Scholarship, 1981

## PUBLICATIONS

- *The 1997 Annotated Ontario Employment Standards Act.*
- *Contempt of Court*, 5 C.E.D. (Ont. 3rd) 3, 5 C.E.D. (West 3rd) 3.
- Contributor to: *Canadian Current Law*; *Canadian Encyclopedic Digest*; *Statutes of Canada Annotated*; *Statutes of Ontario Annotated*; Berenblut and Rosen, *Litigation Accounting*; Snyder, *1998 Annotated Canada Labour Code*; Sproat, *Employment Law Manual*; Sack and Winkler, *O'Brien's Encyclopedia of Forms*.

## PROFESSIONAL MEMBERSHIPS

Law Society of Upper Canada  
Hamilton Law Association

## OTHER SKILLS

Word Processing in WordPerfect, XYWrite, and MS Word  
Experienced in Lotus 1-2-3, Symphony, Dbase IV, and on-line legal research.

## ACTIVITIES AND INTERESTS

Board of Directors, C.C.C. No. 547, 1992-94,  
Women's hockey, golf, piano

## REFERENCES AVAILABLE ON REQUEST



APPLICATION FORM

11

1. Application for appointment to: Status of Women  
Sub-Committee  
(Please specify Committee/Board/Commission of interest - maximum of two. **Only one application form to be completed.**)

2. Name: Deborah Miller

3. Home Address: 109 Gateview Drive  
Hamilton, Ontario

4. Postal Code: L9C 1B1

5. Telephone Number(s): Home: 388-4128

Work: 525-9140 X24758

6. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.

As a current member of the Status of Women  
Sub-Committee I wish to continue my work  
with this organization.

7. How did you learn about this position: i. \_\_\_ Newspaper (please specify)

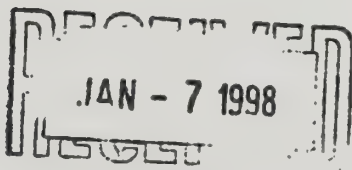
ii. \_\_\_ Community Organization

iii. \_\_\_ Brochure

iv. \_\_\_ Radio/Television  
(please specify which program)

v. \_\_\_ Word of Mouth

vi. X Other (please specify)  
Status of Women Sub-Committee





2:50 p.m.

Deborah Miller  
109 Gateview Drive  
Hamilton, Ontario, L9C 1B1  
(905) 388-4128

DEC 12 1997

December 10, 1997

Hamilton Status of Women Sub-Committee  
Hamilton City Hall  
71 Main St. W.  
Hamilton, Ontario  
L8N 1G2

Dear Selection Committee Member:

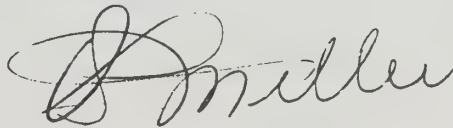
The Hamilton Status of Women Sub-Committee continues to play a necessary role in our community.

As a current member of the committee I served as Co-Chair (1996) and Chair (1997) of the Annual Women of the Year Awards Dinner. I was also a member of the Community Outreach and Awareness Committee.

The down loading from the Province to the Municipal governments has made the need for women and children to have a voice at city Hall more critical than ever. Lack of funding for many social services attacks those members of our society who do not have the economic means to defend themselves.

I am willing to offer my energy and enthusiasm. Please consider my application to serve for a second term on the Hamilton Status of Women Sub-Committee.

Yours Truly,

A handwritten signature in cursive script, appearing to read 'D. Miller', written in dark ink.

Deborah Miller





APPLICATION FORM

12

SEP 09 1998

1. Application for appointment to: The Status of Women Committee

(Please specify Committee/Board/Commission of interest - maximum of two. - **Only one application form to be completed.**)

2. Name: Joanna Stott

3. Home Address: 205 Highway #8, Box 90, West Flamborough

4. Postal Code: L9H 5E1

5. Telephone Number(s): Home: 905-628-5757

Work: 905-546-2592

6. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.

I'm a woman and I feel there are a lot of problems that need to be addressed concerning women's issues in our community.

I'm a member of Amnesty International and am also a member of the Hamilton-Wentworth Coalition for Social Justice.

7. How did you learn about this position:
- i. ☐ Newspaper (please specify) \_\_\_\_\_
  - ii. ☐ Community Organization \_\_\_\_\_
  - iii. ☐ Brochure \_\_\_\_\_
  - iv. ☐ Radio/Television (please specify which program) \_\_\_\_\_
  - v. ☐ Word of Mouth \_\_\_\_\_

- vi. ☒ Other (please specify)  
Andrea Horwath at International Women's Day at Ontario Workers Arts + Heritage Centre

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Joanna Stott  
Signature

March 9 1998  
Date

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

Your resume should not refer to any prohibited grounds of discrimination, i.e. race ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:** City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

205 Highway #8, Box 90  
West Flamborough, Ontario  
L9H 5E1

Home Phone (905) 628-5757  
Work Phone (905) 546-2592  
Work Fax (905) 546-2589

## Joanna Crawford Stott

### Objective

Member of Status of Women Committee

### Work Experience

October 1990 to Present:

#### Secretary for:

Regional Municipality of Hamilton-Wentworth  
for the Nursing Division of the Department of Public Health Services,  
the Fleet Maintenance Division of the Regional Environment Department  
and the Water and Wastewater Division of the Regional Environment Department

### Professional Memberships

I have been a member of the Canadian Union of Public Employees (CUPE), Local 167 since 1990.

### Community Activities

From March 1984 to April 1997, I lived in Greenhill Housing Co-operative. Living in a Co-op required participating on various committees. During my time in the building, I served as a member on the General Meetings Committee, the Babysitting Committee, the Finance Committee and the Recycling Committee.

June 1997 to Present: Member of the Hamilton-Wentworth Coalition for Social Justice.

March 1998: I joined a local chapter of Amnesty International.

### Volunteer Experience

February 1996: I helped during the Hamilton Days of Action by putting up signs, bus marshalling, and parade marshalling.

April 1996: I helped during the Kitchener-Waterloo Days of Action by performing crowd control on top of City Hall.

June 1996: I helped during the Peterborough Days of Action by chauffeuring dignitaries and acting as a gopher.

October 1996: I helped during the Toronto Days of Action by manning the police line.

October 1996 to present: My family and I sponsored a family at Christmas time through the Family Services of Hamilton-Wentworth's Family Life Programme. We have been helping the Family Life Programme in whatever way we can since then.

December 1996: I helped out at the Wesley Centre on Ferguson Street North on Christmas Day.

December 1997: I helped out at the Wesley Centre on Christmas Eve.

### Hobbies

Reading, gardening, cooking, computers.

*References are available upon request.*





Post-it Fax Note 7671E		Date	# of pages 5
To CHARLENE TEUZIEL	From IRENE SUSHKO		
Co/Dept CITY HALL	Co.		
Phone #	Phone # 905-572-9626		
Fax # 546-2095	Fax # 905-524-5362		

CITY CLERKS

MAR 09 1998

13

## APPLICATION FORM

1. Application for appointment to: STATUS OF WOMEN

(Please specify Committee/Board/Commission of interest - maximum of two. Only one application form to be completed.)

2. Name: IRENE SUSHKO
3. Home Address: UNIT 2B - 67 CAROLINE ST. S.
4. Postal Code: HAMILTON ON L8P 3K6
5. Telephone Number(s): Home: 905-572-9626  
Work: \_\_\_\_\_

6. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.

AS EQUITY COORDINATOR FOR THE HAMILTON BOARD OF EDUCATION, I DEALT WITH ISSUES CONCERNING THE "STATUS OF WOMEN" AMONG MY OTHER DUTIES. THESE ARE OUTLINED IN MY RESUME (ATTACHED). MY BACKGROUND PROVIDES ME WITH A BASIS FOR THE REQUIREMENTS OF THIS COMMITTEE.

7. How did you learn about this position:
- i.      Newspaper (please specify) \_\_\_\_\_
  - ii.      Community Organization \_\_\_\_\_
  - iii.      Brochure \_\_\_\_\_
  - iv.      Radio/Television (please specify which program) \_\_\_\_\_
  - v.      Word of Mouth \_\_\_\_\_
  - vi.      Other (please specify) \_\_\_\_\_

I HAVE ALWAYS BEEN AWARE OF THIS COMMITTEE & ITS EFFORTS ON BEHALF OF WOMEN, BUT TIME DID NOT PERMIT ME TO BECOME INVOLVED

**IRENE SUSHKO**

**2B 67 Caroline Street South  
Hamilton, Ontario L8P 3K6**

---

**PRESENT EMPLOYMENT:**

***Equity Coordinator, Board of Education for the City of Hamilton***

**EXPERIENCE AND ACCOMPLISHMENTS:**

Strong interpersonal, communication and training skills, as developed through various Conflict Resolution and Facilitation training, utilized on a routine basis

- Develop and direct the implementation of the Employment Equity, Policy Against Harassment and Anti-racism and Ethnocultural Equity programs in accordance with the Board's Policy
- Provide coordination, consultation and support services for the above policies
- Generate and analyze statistical data relating to the above policies
- Research resource material for above issues
- Compile and disseminate related materials and information to trustees, staff and community members in support of system, area, school and department initiatives
- Prepare reports for the Board's Affirmative Action/Employment Equity Committee, the Personnel & Organization Committee, the Full Board and the Ministry of Education on the progress of the programs
- Liaise for the Board on the above issues with media, community organizations, Ministry of Education and Training, Ministry of Citizenship and Culture, Provincial and Federal agencies
- Coordinate the procedures relating to investigation and resolution of Human Rights complaints within the workplace from staff, students, parents and community members and/or groups in compliance with Board policy
- Counsel staff, parents, community on related issues
- Interview casual CUPE employees, including Skill Testing. Follow-up references
- Ensure hiring, training, transfer, promotion, performance appraisals and other working conditions are consistent with equity principles
- Involved in in-service training on selection procedures and other Human Resources programs in relation to Employment Equity goals
- Knowledge of collective agreements
- Design, develop and present training/in-service for trustees, staff, students, parents and community members in compliance with the Board's policies which fall under the mandate of the Equity Coordinator, including the Policy Against Harassment, Anti-racism and Ethnocultural Equity, Employment Equity, and Human Rights
- Develop and present extensive 8-day training for facilitators of the Policy Against Harassment
- Design and present workshop on Harassment Awareness Training for Students
- Direct the integration of Equity goals into operating policies, procedures and practices
- Review existing policies and practices as required
- Convene and chair Steering Committees for Change Your Future, Anti-racism and Ethnocultural Equity
- Establish Employment Equity Coordinating Committee
- Supervise the Change Your Future Program
- Hire counselor for Change Your Future Program. Develop job description for counselor position.
- Hire summer students for special projects.
- Plan program for and supervise co-op student from McMaster University Labour Studies
- Acquire corporate and Ministry funding for special projects
- Prepare and maintain Equity Department Budget and the Change Your Future Budget
- Member - PD Day Committee for Human Resources Services
- Member - Vacanay Review Committee



## **QUALIFICATIONS, SKILLS AND TRAINING:**

BA candidate in Religious Studies/Women's Studies, McMaster University

Canadian Institute for Conflict Resolution

- Conflict Mediation
- Conflict Resolution
- Conflict Conciliation
- Facilitation

Langevin Learning Services

- Train the Trainer - design and delivery of training sessions

Employment Equity, Ministry of Citizenship

- Train the Trainer

Harassment Facilitation / Awareness

Diversity Awareness / Antiracism

Leadership Skills

Human Rights Implementation

Various Computer Courses (indicated on skills sheet)

## **LEADERSHIP ROLES AND ORGANIZATIONAL SKILLS - HAMILTON COMMUNITY:**

- Member Arts Advisory Sub-Committee, City of Hamilton (1991 - 95)
- Member Mayor's Multiculturalization Committee, City of Hamilton (1989 - present)
- Resource Person, Mayor's Committee Against Discrimination and Racism (1992 - present)
- Member, Hamilton-Wentworth Anti-racism Steering Committee
- Provincial Council of Women of Ontario, Vice-president Citizenship & Media (1988 - 1993)
- Executive Member, City of Hamilton Centennial Committee, 1987
- Past Executive Member, Home and School Association
- Media and Public Relations Officer, Ukrainian Canadian Congress, Hamilton Branch (1990 - 93)
- Chair, Ukrainian Canadian Congress Centennial Celebrations (1990 - present)
- Consistory Board Member, Ukrainian Orthodox Church of Canada (1985 - 95)
- Producer and Host of television program "Ukraine Today" on cable 14 (1991 - 93)
- President Canadian Friends of RUKH (the movement for restructuring in Ukraine) (1989 - 93)
- Coordinator, World-wide Millennium Celebration of the Ukrainian Orthodox Church (1986-88)
- Director, Ukrainian Language Immersion and Cultural Summer School Program (1983)
- Language and music (choir) teacher, William Sarchuk Ukrainian School (1980 - 86)
- National President, Ukrainian Women's Association of Canada (1993-present)
- Director of Women's Choir (1984 - present)

The above community activities require addressing the public, moderating discussions, narrating, etc. on related organizational, cultural and educational topics at conventions, conferences, symposiums, concerts, special events, television and radio.

## **AWARDS:**

- Community Service Award, Hamilton & District Multicultural Council (1986)
- Convention Ambassador Award, City of Hamilton and Regional Municipality of Hamilton-Wentworth (1987)
- Volunteer Service Award, Ontario Ministry of Citizenship, Culture and Communications (1990)
- Metropolitan's Award, Ukrainian Orthodox Church of Canada (1991)
- Award of Excellence, Ukrainian Self-Reliance League of Canada (1993)
- Taras Shevchenko Medal, Ukrainian Canadian Congress (1995)

03/09/1998 15:02 905-546-2095

CITY CLERKS

PAGE 03

-2-

8. Additional Information:

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Gene Susko

Signature \_\_\_\_\_

Mar 9 / 98

Date \_\_\_\_\_

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

Your resume should not refer to any prohibited grounds of discrimination, i.e. race ancestry, place of origin, citizenship, creed, sex, sexual orientation, age, colour, ethnic origin, record of offenses, marital status, family status or handicap.

**PLEASE RETURN TO:** City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4



February 25, 1998

FEB 25 1998

14

Mr. Joe Schatz  
City Clerk  
City of Hamilton  
71 Main Street W  
Hamilton, Ontario L8N 3T4

Dear Mr. Schatz

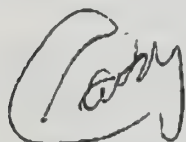
I would be delighted if you would consider myself for the Status of Women Committee for 1998. I have attended this function a few times and thoroughly appreciate the work and time that goes into an event like this.

I am an employee of St. Joseph's Health Care Foundation and have organized many special events such as this. The opportunity to meet new women in the community that have made outstanding contributions to the community would be a great experience for anyone.

I have attached my resume for your perusal and hope to hear from you soon. I have spoken to Joan MacDonald and she also advised me to contact you.

Have a great day.

Sincerely

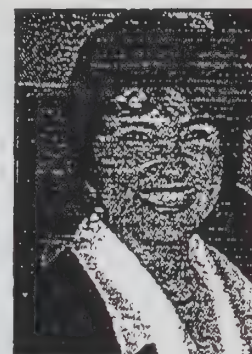


Mrs. Cathy Wellwood  
Acting Manager, Development and Communications  
St. Joseph's Health Care Foundation  
attachments.

## CATHY WELLWOOD

1454 Shaver Road  
Ancaster, Ontario  
L9G 3L1

Residence: (905) 648-0198



### PROFILE

Experienced in conducting, supervising and ensuring successful completion for various fund raising projects.

### EXPERIENCE IN FUND RAISING ACTIVITIES

St. Joseph's Health Care Foundation  
Hamilton, Ontario

Position: Manager of Development  
and Communication (Acting)

(October 1, 1995 to June 1, 1996)

Position: Development Officer

(January 1994 to Present)

- Assisted Manager of Development and Communication.
- Partner in developing new concepts and implementing Fundraising programs as directed by the Manager.
- Managed directly or through staff volunteers, Foundation's annual events such as the Annual Golf Tournament.
- Managed directly or through staff and volunteers - Gaming Events, Weekly Lottery and Mister Nevada.
- Managed directly or through staff and volunteers, Foundation programs such as - In Memoriam, Star of Caring and Planned Giving.
- Provided budgets and accounts for spending in all these areas to Manager.
- Cultivated, fostered and recognized Foundation's donors and volunteers.
- Developed and maintained Foundation's volunteer base.
- Assisted Manager of Development and Communication with public relations and Direct Mail.
- Developed, as required, the Planned Giving Programs. Ensured annual plan approved by the Manager of Development and Communication.
- Developed and maintained hospital relations with staff and volunteers.
- In the absence of the Manager of Development and Communication, I was responsible for the maintenance of the Development activities.

**St. Joseph's Health Care Foundation****Hamilton, Ontario****Position: Special Events Co-Ordinator****(June 1993 to December 1993)**

- Responsible for the co-ordination of the Foundation's annual golf tournament which includes the following:
  - Assisted in the recruiting of new members and volunteers to the Golf committee;
  - Provided all needed committee support (prepared agendas, recorded minutes of meetings and other organizational activities);
  - Responsible for recruiting golfers, securing registration, and setting up tee-off times;
  - Assisted in obtaining major gift sponsorship;
  - Responsible for obtaining prize donations;
  - Assisted in the planning of the day's events and other related duties; and
  - Increased the amount of dollars raised.
- Responsible for the day to day responsibilities of the Foundation's Staff Lottery, which includes the following:
  - Supervised the weekly draw;
  - Notified all winners and ensured that they received their prize;
  - Organized the marketing and selling of lottery tickets to the St. Joseph's "family" which takes place during the months of October and November;
  - Organized and implemented pre-promotional elements of lottery, for example; tickets, posters, articles in-house newsletter etc.;
  - Ensured that lottery licence is obtained;
  - Increased the amount of dollars raised.
- Responsible for the telephoning of lapsed donors.
- Assisted in providing the Foundation with potential new donor names.
- Assisted in the creation and implementation of an annual Christmas Special Event at both St. Joseph's Hospital and the Community Health Centre. The goal of this event was to enhance the Foundation's mail programme.
- Provided back-up for the Foundation's weekly bingo's in the event that the Bingo Co-ordinator was unable to perform his/her duties.
- Assisted in the identification of new special events and made recommendations on the fundraising potential.



**Theatre Aquarius  
Hamilton, Ontario**

**Position:** Fund Raising (Apr. 1992 - Dec. 1992)  
Special Projects (contract) (Jan. 1993 - June, 1993)

**Project #1 "Seat Endowment Program"**

- Co-ordinated and solicited subscribers for seat endowment program, with each seat set at \$1,000 donation.
- Initiated and conducted cold calling and telemarketing campaign, eventually reaching over 4,000 prospects.
- Achieved a donation figure higher than was originally expected - approximately \$35,000.

**Project #2 "Car Raffle Program"**

- Manager 4 month car raffle for Theatre Aquarius.
- Negotiated and booked presentation space in various Ontario locations for ticket sales.
- Verified cash transactions and ensured proper account balancing.
- Set up display presentation materials.
- Recruited up to 6 sellers and scheduled work hours.
- Ensured high level of communication skills among staff and monitored their efforts.

**VOLUNTEER FUND RAISING PROJECTS**

**Ancaster Community and Cultural Centre Campaign**

- Developed fund raising projects for this significant capital campaign i.e. dances, raffle tickets.
- Provided on-going input as participant with Community and Cultural Centre Committee.

**St. Ann's Church Capital Campaign, Ancaster - Chairperson**

- Devised campaign to appeal to all parishioners.
- Recruited and supervised 12 volunteers to assist with fund raising in this capital campaign.
- Directed intensive telemarketing campaign.
- Achieved campaign goals, including contributions from irregular attendees.

**St. Joachim's Fund Raising Art Auction, Ancaster -  
Manager/Co-ordinator**

- Supervise committee of 12 volunteers.
- Solicit contributions and advertising for this annual event.



## OTHER EMPLOYMENT HISTORY

**"Not Quite Paris" Fashion Boutique**  
**Ancaster, Ontario**

**Position:** Owner and Manager (1986-1989)

- Founded fashion boutique.
- Initiated fund raising fashion shows for community organizations.
- Negotiated and purchased all stock.
- Arranged sale for this successful business.

**Wilson, Barnes, Walker, Montello, Beach and Morga**  
**Barristers and Solicitors**

**Position:** Administrative Assistant (1974-1979)

**IBM, Windsor, Vancouver, Toronto**

**Position:** Administrative Assistant (1969-1974)

## COMMUNITY SERVICE ACTIVITIES

- (1) President, Catholic Women's League  
 St. Ann's Church, Ancaster
- (2) Co-ordinator, Parish Photo Directory Project -  
 - directed project and supervised volunteers, calling on 1,537 families.
- (3) Vice-President of Parent Council at St. Joachim's School
- (4) President, Ancaster Figure Skating Club
- (5) Red Cross Volunteer
- (6) Volunteer, Class Assistant for St. Joachim's School, Ancaster
- (7) Member, St. Ann's Liturgy Committee
- (8) Chairperson, St. Ann's Capital Campaign
- (9) Participant, Ancaster Community & Cultural Centre Fund Raising Group

## HOBBIES

Tennis, golf, biking

## EDUCATION

Major Gifts and Capital Campaign Program (July, 1996)  
University of Wisconsin  
Madison, Wisconsin

Basic Resource Development Certificate Program (July, 1995)  
University of Wisconsin  
Madison, Wisconsin

Other Plan Giving and Fundraising Courses at (1995-1996)  
various institutions in Hamilton and Toronto, Ontario

Secretarial Science Diploma (3 year program) (1969)  
St. Clair College  
Windsor, Ontario

## REFERENCES

Father Ray Modeski  
St. Anne Parish  
Ancaster, Ontario  
Tel: (905) 648-6874

Mr. Denton Butler  
2-105 Wilson Street West  
Ancaster, Ontario  
Tel: (905) 648-0477

NOV 27 1997

APPLICATION FORM

15

1. Application for appointment to: Committee of Adjustment  
and Hamilton Status of Women sub-committee  
(Please specify Committee/Board/Commission of interest - maximum of two. Only one application form to be completed.)
2. Name: MARK ALAN WHITTLE
3. Home Address: 607-256 Mohawk Rd. East  
Hamilton, Ontario
4. Postal Code: L9A-2H8
5. Telephone Number(s): Home: 387-2489  
Work: 385-3276 x777
6. Please state why you are interested in serving on this Committee/Board/Commission and what do you feel you can contribute? Please list related experience and/or interests.  
- 2nd term with "Keep Hamilton Clean" committee  
- Candidate in the 1994 and 1997 municipal  
elections in ward 7, Hamilton Mountain  
- life long resident of Hamilton Mountain Community  
- Vice-Chair of Health and Safety for CTC  
Store #177 (work)  
- member social committee at above  
- married with one child (Legan Ann Whittle)
7. How did you learn about this position:
  - i. ☐ Newspaper (please specify)  
\_\_\_\_\_
  - ii. ☐ Community Organization  
\_\_\_\_\_
  - iii. ☐ Brochure  
\_\_\_\_\_
  - iv. ☐ Radio/Television  
(please specify which program)
  - v. ☐ Word of Mouth
  - vi. ☒ Other (please specify)  
KHC committee  
circular

## 8. Additional Information:

- volunteer participant in the television show "Car repairs made easy" produced by cable 14; for local television.

Co-ordinate the Annual Canadian Tire bike rodeo with the Hamilton Optomists and the Hamilton-Wentworth Regional Police.

Co-ordinate "Car Washes" in the parking lot at work to help local community organizations to raise money.

  
Signature

  
Date

**APPLICANTS ARE ENCOURAGED TO SUBMIT A RESUME**

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**PLEASE RETURN TO:**

City Clerk  
Hamilton City Hall  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4



**CITY OF HAMILTON**  
**- INFORMATION -**

5. (d.)

**DATE:** 1998 March 19

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. J. J. Schatz  
City Clerk

**SUBJECT:** Model Tobacco Control By-law

*File for  
99 Act*

**BACKGROUND**

The purpose of this report is to summarize for the benefit of the Committee, the City's current position with respect to various smoking issues commencing with City Council passing a resolution on August 27, 1991, endorsing the World Health Organization's goal of a smoke-free society by the year 2000. On September 26, 1995 City Council also passed a number of resolutions respecting tobacco brand name sponsorship, tobacco product advertising, generic packaging of all tobacco products.

Included in this Information Report is an update which has been provided by the Regional Public Health Department on the initiatives of the Region of Hamilton-Wentworth and in particular the Public Health Department, respecting the Model Tobacco Control By-law. Also included is an update since November 10, 1997, when the issue was placed before the electorate.

In June 1996, the Regional Public Health Department (RPHD) presented results from the 1995 Hamilton-Wentworth Health Survey which concluded that a majority of Hamilton-Wentworth residents supported legislation to make all public places and workplaces smoke-free. As a result of this survey, and other information presented by the RPHD, Regional Council at its meeting of June 18, 1996 approved a motion for the development of a Model Tobacco Control By-law for use by the area municipalities. All area municipalities' agreed to participate in the development of a by-law.

The Model Tobacco Control By-law Committee was formed and met for the first time in November, 1996. Included on the Committee were representatives from each of the Municipalities. Principles of a model were approved within a broader terms of reference, and included "endorsing the concept of a 100% smoke-free model by-law for enclosed public places and workplaces, with a view towards implementation by January 1, 2000". This concept was put forward to stakeholders and the community through a public consultation process.

### *Public Consultations*

Between March 17, 1997 and April 9, 1997 the public were encouraged to make verbal and written deputations at a series of public meetings held in each municipality in the Regional Municipality of Hamilton-Wentworth. The meetings were held to receive input on the Committee's document "Toward a Smoke-Free 2000", which included the concept of a model by-law

Approximately 148 deputations were made during the four-week period by health groups, bar and restaurant owners, concerned citizens, and one gaming facility. The Model tobacco Control By-law Committee after considering these deputations, made recommendations for a draft model by-law which were approved.

On July 2, 1997, The Model Tobacco Control By-law Committee released the draft model by-law through ads in local newspapers, a news release, and the health department website. A final public meeting was held on July 9, 1997, for feedback on the draft and to help guide the content of the final model. Hospitality and business owners made deputations at one session and the general public at another. Written briefs of the deputations were required by the Committee for reporting purposes and approximately 30 presentations and briefs were received.

The special Hospitality meeting was attended by bar and tavern owners, restaurateurs, and representatives of a local adult entertainment facility. Deputations at the preceding meeting for the general public were made by individuals on behalf of health agencies and concerned citizens.

The recommendations from the July 9, 1997 meeting were reflected in the final Model By-law with a number of concessions on the target of a smoke-free 2000 to address business concerns that were presented throughout the public consultations. The Committee was also mindful of the hazards of exposure to second-hand smoke.

### *Result of Model By-law Presentation to Regional Council*

At the August 21, 1997 meeting of Regional Council, the final Model Tobacco Control By-law was presented with two recommendations:

- (a) that the Model Tobacco Control By-law be forwarded to the area municipalities for consideration; and,
- (b) that the area municipalities be requested to include a question regarding Model By-law implementation on the November 10, 1997 Municipal Election ballot.

The above recommendations were approved by Regional Council, and all municipalities except Dundas and Stoney Creek included a question on the Municipal Election ballot.



Prior to the November 10 Election, the Regional Public Health Department undertook an extensive education campaign to inform voters of the tobacco question. Two half-page ads were placed in the Hamilton Spectator and radio ads were placed on all local radio stations. Material on the issue was also placed on the RPHD website, and backgrounders were sent to each municipality for inclusion in any local public information. The City of Hamilton included the background material in full page Spectator ads. A local grassroots campaign was also initiated by the Hamilton-Wentworth Council on Smoking and Health whereby over 100,000 flyers on the tobacco question were sent to area households through direct mail in this initiative.

According to the Health Department public awareness of the content of the Model By-law was high prior to the election. A survey conducted by the Ontario Restaurant Association/Ontario Hotel and Motel Association indicated that 41% of those polled felt they had enough information about the Model By-law.

Mirroring public opinion surveys conducted by the RPHD in 1995, and the Hamilton Spectator in 1997, the overwhelming majority of voters supported the implementation of the Model Tobacco Control By-law. The question was supported in all 8 electoral wards in the City of Hamilton, ranging from 59% to 73% in favour, with overall support being measured at 67%.

#### *Significant Recent Developments Regarding Health Effects of Second-Hand Smoke*

Since 1993, Environmental Tobacco Smoke (or second-hand smoke) has been classified by the United States Environmental Protection Agency as a Class "A" Carcinogen (known human cancer-causing agent). In May, 1997, a landmark article was published in the journal Circulation which suggested that non-smokers regularly exposed to second-hand smoke have a two-fold risk of developing heart disease. In December 1997, a research project conducted by the RPHD, the Ontario Tobacco Research Unit, and Central-West Ontario Health Units concluded that, over a period of one week, levels of second-hand smoke in the non-smoking areas of area restaurants was equivalent to levels found in a small room where more than two packs of cigarettes (50) are smoked (full report appended). Most recently, in the January 14, 1998 edition of the Journal of the American Medical Association, second-hand smoke exposure was linked to advanced progression of atherosclerosis (hardening of the arteries), suggesting that exposure has irreversible and cumulative effects. This information suggests that the only solution to prevent unwilling exposure to second-hand smoke and the resulting health risks is a prohibition on smoking in public places.

For the information of the members of the Committee, all area Municipalities are in various stages of bringing the Model By-law forward to their respective Councils for consideration. It is the intention of staff in Ancaster, Stoney Creek, Flamborough and Glanbrook to bring this matter to their respective Committees during the months of March/April. Staff in Dundas are preparing for a meeting to solicit input from the public.

Attached is the Model Tobacco Control By-law for the Committees consideration which has been based on the Regional Model By-law. It has also been reviewed as to form by the Law Department. If the Committee decides that it wishes to implement this by-law the following is a resolution for consideration: "That the attached by-law respecting Smoking in Public Places and the Workplace be enacted by Council." With the adoption of this by-law the Smoking in Public Places and Workplace By-law Nos. 80-258 and 89-370 respectively, will be repealed August 1, 1998, when the new by-law comes into force.

c. Law Department



The Corporation of the City of Hamilton

BY-LAW NO. 98-

Respecting:

**SMOKING IN PUBLIC PLACES AND THE WORKPLACE**

**WHEREAS** it has been determined that the presence of environmental tobacco smoke, which is also referred to as "second-hand smoke", in public places and workplaces is a health hazard and a discomfort for persons within the municipality;

**AND WHEREAS** it is desirable for the purpose of promoting and protecting the health and well-being of persons, especially children, within the municipality to ensure that all public places and workplaces will be entirely free of environmental tobacco smoke at the soonest reasonable time;

**AND WHEREAS** subsection 213(2) of the Municipal Act authorizes the council of a local municipality to pass a by-law regulating the smoking of tobacco in public places and workplaces in the municipality and designating public places or workplaces, or classes or parts of such places, as places in which smoking tobacco or holding lighted tobacco is prohibited;

**AND WHEREAS** it is considered equitable for the proprietors of public places and workplaces within the local municipalities which comprise the Regional area, that the provisions of the by-laws regulating the smoking of tobacco be as consistent as possible;

**AND WHEREAS** Council, on (specify), in adopting Section (specify) of the (specify) Report of the Finance and Administration Committee authorized this By-law.

**NOW THEREFORE** the Council of The Corporation of the City of Hamilton enacts as follows:

**PART I: DEFINITIONS**

1. In this by-law, the following definitions will apply:

"billiard hall" means premises at which facilities are made available to members of the public for rental to play the game of billiards or games of a similar nature;

"bingo hall" means premises that are used for the purpose of holding bingo lotteries licensed under the authority of an order-in-council of the Province of Ontario and the Gaming Control Act, S.O. 1992, c.24;

"bowling establishment" means premises at which lanes are made available to members of the public for rental to play the game of bowling;

"common area" means that portion of any building or structure including a commercial or retail establishment, residential condominium or multiple dwelling unit apartment building, to which the public or residents may have access, whether as of right or by invitation, express or implied and includes but is not limited to, a reception area for receiving or greeting customers, clients, patients, guests or other persons, elevators, escalators, hallways, stairwells, foyers, lobbies, laundry rooms, lunch rooms, and amenity areas;

**"designated smoking area"** means an area that is fully enclosed within a public place or workplace, that is located so that members of the public are not required to go through such area in order to gain access to a common area or public washroom that is equipped with a ventilation system that exhausts air directly to the exterior at a rate of fifteen (15) litres per second per person, and supplies tempered air at a rate which is more than ninety (90) per cent of the exhaust air rate, and that is:

- (a) not more than fifty (50) per cent of the indoor seating area of a billiard hall, bingo hall, bowling establishment, gaming centre, public hall or restaurant;
- (b) not more than twenty-five (25) per cent of the indoor floor area of a workplace, but does not include a smoking area referred to in sections 4, 5 or 6, of this By-law;

**"employee"** means a person who performs any work for or supplies any service to an employer, or a person who receives any instructions or training in the activity, business, work, trade, occupation, or profession of any employer and includes a volunteer;

**"employer"** means any person who as the owner, manager, contractor, superintendent or overseer of any activity, business, work, trade occupation or profession has control over or direction of, or is directly or indirectly responsible for the employment of, a person in it;

**"gaming centre"** means premises at which machines or contrivances are made available to members of the public for rental to play games of skill or chance, or a combination of skill and chance, for the purpose of entertainment;

**"indoor seating area"** means that portion of a billiard hall, bingo hall, bowling establishment, gaming centre, public hall or restaurant, that is normally open to the public, and that contains fixed or non-fixed seating, and includes dance floors, but excludes common areas, washrooms, kitchens, coat-rooms, and storage areas;

**"proprietor"** means a person who controls, governs, or directs the activities carried on within a public place or workplace, and includes the person actually in charge of such activities;

**"public hall"** means a building which is available to members of the public for the purpose of a personal or private assemblage of persons, upon payment of a fee;

**"public place"** means:

- (a) any building or structure or part thereof whether privately or publicly owned that is open to the public, whether or not a fee is charged for entry, and includes but is not limited to, a building, structure or portion thereof for the gathering of persons for the purposes of education, worship, business, recreation, entertainment or amusement, and includes without limiting the generality of the foregoing, common areas, restaurants, banquet halls, bars, patios, food courts, shelters, child care facilities, recreation centres, gaming centres, bingo halls, bowling establishments, billiard halls, sports facilities, arenas whether covered by roof or not, retail stores, shopping malls, commercial establishments, office buildings, educational, financial, religious and government institutions or facilities, cinemas, theatres, concert halls or other places that are normally open to clients, customers, patients, students, guests, residents, patrons or other members of the public;
- (b) transit shelters;

- (c) public transit vehicles;
- (d) public washrooms.

"**public transit vehicle**" means any vehicle used for transporting the public and includes buses, including school buses and taxicabs;

"**restaurant**" means a building or portion of a building used for the sale and service of food or drink or both food and drink to the public for consumption on the premises, and includes a take-out service incidental to such restaurant, an area for children's play equipment, pinball or other mechanical or electronic game machines, or dedicated to other recreational activities, but excludes the portion of a building which is used as a food court or indoor patio, or which is not contiguous to the area from which food or drink is sold and served;

"**smoke or smoking**" includes the carrying of a lighted cigar, cigarette, pipe or any other lighted smoking equipment but does not include smoking where smoking is an element of a stage production or theatrical performance;

"**workplace**" means a building or part of a building in which one or more employees work, including employee eating and lounge areas and any vehicle or other conveyance in which an employee works, but does not include a billiard hall, bingo hall, bowling establishment, gaming centre or public hall, or common area.

## PART II: REGULATED SMOKING AREAS

2. (1) No person shall smoke in a public place or workplace.
- (2) Notwithstanding subsection (1), a person may smoke in a designated smoking area established under this by-law.
3. The proprietor of a billiard hall, bingo hall, bowling establishment, gaming centre, public hall, or restaurant may establish a designated smoking area within the premises under his or her control, at any time after this By-law comes into force.
4. Notwithstanding subsection 2(1), the proprietor of a billiard hall, bingo hall, bowling establishment, gaming centre or public hall that does not have a designated smoking area, may establish a smoking area that is capable of being readily identified and that is not more than fifty (50) per cent of the indoor seating area of the establishment.
5. (1) Notwithstanding subsection 2(1), the proprietor of a restaurant that is fully enclosed from any adjoining common area, and that does not have a designated smoking area may establish a smoking area, that is capable of being readily identified in accordance with the following table:

### Size of Indoor Seating Area

A. one hundred (100) square metres or less

### Maximum Size of Smoking Area

the lesser of:

1. ten (10) square metres of contiguous indoor seating area; and,



2. twenty-five (25) per cent of contiguous indoor seating area

- |  |  |
|--|--|
| B. more than one hundred (100) square metres | ten (10) per cent of contiguous indoor seating area. |
|--|--|

(2) This section is repealed on May 31, 2000.

6. Notwithstanding subsection 2(1), the proprietor of a restaurant that is fully enclosed from any adjoining common area, and does not have a designated smoking area may establish a smoking area that is capable of being readily identified and that is not more than seventy-five (75) per cent of the indoor seating area of the establishment, provided that:
  - (a) the proprietor holds a licence issued under the Liquor Licence Act which prohibits the entry of persons under nineteen (19) years of age at the premises to which the licence applies; or,
  - (b) the proprietor has filed a house policy with the Liquor Licence Board of Ontario, under subsection 41(6) of Regulation 719 under the Liquor Licence Act.

### **PART III: PROPRIETORS' DUTIES AND SIGNS**

7.
  - (1) Every proprietor shall ensure that "no smoking" signs are conspicuously posted so that the signs are clearly visible in all areas where smoking is prohibited under this by-law.
  - (2) Every proprietor shall ensure that health warning signs are conspicuously posted so that the signs are clearly visible from all parts of the place where smoking is permitted under this by-law.
8.
  - (1) Where smoking is prohibited under this by-law, a proprietor shall inform any person who is smoking in a prohibited area that smoking in that area is prohibited.
  - (2) No proprietor shall permit a person to smoke in a place where smoking is prohibited under this by-law.
9.
  - (1) Every employer shall inform each employee in a workplace that smoking is prohibited in the workplace within seven (7) days after the day on which this by-law comes into force.
  - (2) Where an employer has established a designated smoking area, the employer shall inform each employee in a workplace that smoking is prohibited in the workplace, except in the designated smoking area, within seven (7) days after the day on which the designated smoking area is established.
10. Every proprietor shall ensure that ashtrays and other paraphernalia used in connection with smoking are not present in areas where smoking is prohibited under this by-law.
11.
  - (1) A health warning sign which is required to be posted under this by-law, shall:



- (a) carry the text "Warning! This area contains tobacco smoke, which causes cancer, heart disease, lung disease, and harms children.";
  - (b) display the graphic symbol having the measurements, proportions and characteristics as illustrated in Schedule "A" to this by-law;
  - (c) be printed in English and such other language as the Clerk shall direct.
- (2) A "no smoking" sign which is required to be posted under this by-law shall:
- (a) carry the text "No Smoking" in capital or lower-case letters, or a combination of them;
  - (b) consist of two (2) contrasting colours, or if the lettering is to be applied directly to a surface or to be mounted on a clear panel, the lettering shall contrast to the background colour;
  - (c) have the following letter heights, based on the maximum viewing distance in the area where smoking is prohibited in direct line of sight:

Maximum Viewing Distance (metres)	Letter Height (centimetres)
3.05	2.54
6.09	5.08
12.19	7.62
24.38	10.16
48.77	15.24
73.15	20.32

- (d) include in the text at the bottom of the sign, the words "City of Hamilton By-Law No. 98-(specify) Maximum Penalty \$5,000.00", in letters not less than one hundred and twenty-seven hundredths (1.27) centimetres in height for signs with a letter size of two hundred and fifty-four hundredths (2.54) centimetres, and not less than one-fourth (1/4th) of the height of the letters on all other sizes of signs.
- (3) Notwithstanding, subsection (2) where a proprietor is required to ensure that "no smoking" signs are posted, the graphic symbol prescribed in this subsection may be used to indicate an area where smoking is prohibited:
- (a) the symbol shall include the text "City of Hamilton By-Law No. 98-(specify) Maximum Penalty \$5,000.00", in letters and figures at least five per cent (5%) of the diameter of the circle in the symbol, and appropriate symbols such as directional arrows may be added;
  - (b) the symbol shall be on a white background with the circle and the interdictory stroke in red, with a cigarette, letters and figures in black;
  - (c) the diameter of the circle in the symbol shall be not less than the size indicated below, based upon the maximum viewing distance in the area where smoking is prohibited in direct line of sight:

Maximum Viewing Distance (metres)	Diameter of Circle (centimetres)
3.05	10.16
6.09	15.24
12.19	20.32
24.38	30.48
48.77	40.64
73.15	60.96

- (4) Despite the fact that the symbol in subsection (3) is a cigarette, the symbol is deemed to include a lighted cigar, cigarette, pipe or any other lighted smoking equipment.
- (5) Where an employer prohibits smoking throughout the whole of a workplace. Council may permit that employer to post signs, in a form and size satisfactory to Council, which indicate that the whole of the workplace is smoke-free, and, where permission has been given under this section, subsection 8(1) shall not apply to that workplace so long as smoking continues to be prohibited throughout that workplace and the signs approved under this section continue to be posted in the manner prescribed by subsection 8(1).

#### **PART IV: OFFENCES AND ADMINISTRATION**

12. Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to the Penalties specified by the Provincial Offences Act R.S.O. 1990 Chapter P.33.
13. A proprietor may prohibit smoking in any part of the premises under his or her control where smoking is permitted under this by-law, even though the proprietor is not required to do so under this by-law.
14. (1) This by-law shall be enforced by the Clerks Department of the City of Hamilton.
- (2) A public health inspector employed by the Regional Municipality of Hamilton-Wentworth is appointed as an inspector for the purpose of enforcing the provisions of this by-law.
- (3) No person shall obstruct or hinder an Inspector from making an inspection to determine whether there is compliance with this By-law.

#### **PART V: COMMENCEMENT AND TRANSITION**

15. (1) A health warning sign or a "no smoking" sign posted in a public place or workplace under By-laws No. 80-258 or 89-370 that is still in compliance with the applicable by-law, is deemed to be the sign required under this by-law.
- (2) Where an employer has given notice that smoking is prohibited in the workplace, or that smoking is prohibited in the workplace except in designated smoking areas, in accordance with By-law No. 89-370 the employer is deemed to have complied with section 9 of this by-law.

•

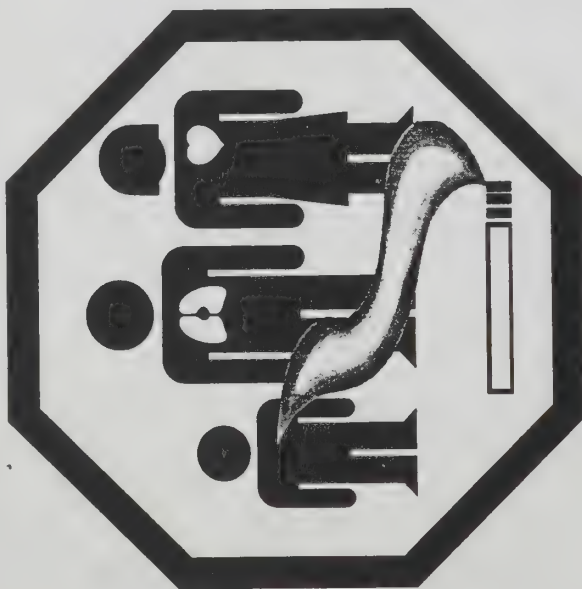
SCHEDULE "A"

HEALTH WARNING SIGNS

(NOTE: In an actual by-law, this Schedule will commence on a separate page following the body of the by-law.)

# Warning

---



This area contains  
tobacco smoke,  
which causes  
cancer, heart disease,  
lung disease, and  
harms children.

*Medical Officer of Health*



605 James St. N.  
Hamilton, Ontario, Canada  
L8L 1K1

Phone Numbers  
Hamilton 905-525-4330  
Inwats 1-800-263-2131

Fax Numbers  
Administration 905-528-6282  
General Office 905-528-6554



March 16, 1998

Mr. Joseph Schatz  
City Clerk  
The Corporation of the City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

G. (a.)

Dear Sir,

Further to Council's resolution, forwarded to us on October 28, 1997, The Board of Commissioners, at their meeting of March 13, 1998, approved the provision of the following material to your auditors KPMG. This material has been forwarded to them under separate cover. Firstly Item 1. The Reserve for Future Harbour Improvements, as well as additional funds i.e. working capital and income before depreciation, are set out as the Source of Funds in the Five Year Capital Budget. Therefore the list of projects and responses under Item 2. Five Year Capital Budget and Item 1. are the same.

In response to Item 2. i) the approved summary of the Five Year Capital Budget, as noted in the 1995 Financial Statements, is enclosed along with a listing of the projects included within these expenditures.

In response to Item 2. ii) The viability of individual projects is examined by the Commissioners' on a case by case basis prior to implementation. Careful consideration is given to the relevant aspects of proposed capital expenditures such as cost, revenue stream, return on investment, facilitation of trade, Port development as a whole, and infrastructure requirements. Documents relating to the approval of specific projects may exist. They would have to be searched and retrieved from The Commissioners' files for the individual projects and specific time periods. As it would be onerous to do this for all projects, we would anticipate that, after reviewing the material provided, further discussions with KPMG would address how this could be effectively accomplished, and for which projects.

Many of the projects relate to servicing the Port by providing docks, roads, sewers, electrical services and the like which do not generate a specific financial return, but none the less are an integral part of the development of the Port. A copy of the February 1990 Coopers & Lybrand Economic Impact of The Port of Hamilton is included which provides a summary of the historical and planned capital investment in the Port of Hamilton.

In response to Item 2. iii) the listing of projects includes information respecting the stage of each project as requested. For clarification project design and / or cost estimates include those done by The Commissioners. The detail of design and estimates may vary widely from project to project. Projects are considered to be out to tender if a quotation for work is available for acceptance by The Commissioners. Those items marked in the affirmative under Contract Signed may not be complete or may have changed from what was originally envisioned at the time of budget preparation. This list deals with the projects that were specifically identified in the Five Year Capital Budget.

Yours truly,  
The Hamilton Harbour Commissioners



R.S. Smith

Secretary to the Board of Commissioners

OFFICE OF THE CITY CLERK

MEMORANDUM

6. (b.)

\*\*\*\*\*

TO: Members of City Council

FROM: J. J. Schatz  
City Clerk

PHONE: 546-2727

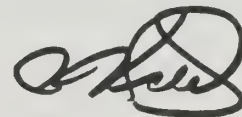
SUBJECT: **Hamilton Harbour Commissioners**

DATE: 1998 March 19

Attached for your information please find a copy of a letter dated March 16, 1998 from Mr. R. S. Smith, Secretary to the Board of Commissioners, which is self-explanatory.

The documentation referred to as being attached is a copy of the Audited Financial Statements for the years ending Decemember 31, 1980, 1981, 1983, 1984, 1985, 1987, 1990, 1994 and 1995. Each of these reports contains approximately 18+ pages and and is available for your perusal, or individual copy if you so wish.

This correspondence will be formally presented at the next Council meeting on March 31st along with the recommendation that it be forwarded to the Finance and Administration Committee.



JJS/bc  
att.

c.c. J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
P. Noé Johnson, City Solicitor

December 4, 1995

Mr. Joseph Schatz  
City Clerk  
The Corporation of the City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

Dear Sir,

Enclosed for your information is a copy of The Hamilton Harbour Commissioners' Five (5) Year Capital Budget of projected major expenditures for future Harbour development, equipment and improvements.

Yours truly,  
**THE HAMILTON HARBOUR COMMISSIONERS**

R. Scott Smith  
Secretary to the Board of Commissioners

RSS:ah  
Encls.



\*\*\* STRICTLY CONFIDENTIAL \*\*\*

THE HAMILTON HARBOUR COMMISSIONERS

FIVE YEAR CAPITAL BUDGET

(CURRENT YEAR DOLLARS)

SUMMARY							
DESCRIPTION	TOTAL PROJECT COST	1996	1997	1998	1999	2000	FIVE YEAR TOTAL
Eastport Development	19.597	1.719	1.945	2.760	2.450	3.993	12.867
Capital Improvements and Major Maintenance	17.724	3.848	3.285	2.050	2.275	2.200	13.658
Equipment	3.233	0.286	0.930	0.401	0.521	1.095	3.233
	40.554	5.853	6.160	5.211	5.246	7.288	29.758

Brought to the attention  
of the Board at a meeting  
held 29/11/95 +  
approved  
[Signature]

\*\*\* STRICTLY CONFIDENTIAL \*\*\*

THE HAMILTON HARBOUR COMMISSIONERS  
PROJECTED CASH FLOW  
1996 TO 2000

(IN MILLIONS OF DOLLARS)

SOURCE OF FUNDS :

Working Capital - Dec. 31,1995	1.50	
Investments - Dec. 31,1995	9.00	
Income before Depreciation (5 x 3.0)	15.00	
	-----	
TOTAL SOURCE OF FUNDS		25.50

USE OF FUNDS :

Purchase and Development of Fixed Assets (per 5 year budget)	29.76	
Repayment of Long-term Debt (5 x 0.05)	0.25	
	-----	
TOTAL USE OF FUNDS		30.01
		-----
EXCESS, (DEFICIT) OF FUNDS - Dec. 31, 2000		(4.51)
		=====

Brought to the attention  
of the Board at a meeting  
on 29/11/95 +  
approved

*[Signature]*

\*\*\* STRICTLY CONFIDENTIAL \*\*\*

THE HAMILTON HARBOUR COMMISSIONERS

FIVE YEAR CAPITAL BUDGET

PROJECT	Project Designed	Cost Estimated	Out for Tender	Contract Signed
Golf cart	N/A	YES	YES	YES
Communication base	N/A	YES	YES	YES
New work scow	NO	YES	NO	NO
Lift trucks :				
2 @ 65,000 lbs	N/A	YES	NO	NO
2 @ 30,000 lbs	N/A	YES	NO	NO
1 @ 8,000 lbs	N/A	YES	NO	NO
1 3/4 Ton pick-up	N/A	YES	YES	YES
3 Sets forks (25,000 lb)	NO	YES	NO	NO
1 Prong for 65,000 lb	YES	YES	YES	YES
1 Set forks (52,000 lb)	YES	YES	YES	YES
Racks for prongs & forks	NO	YES	NO	NO
Maintenance lift van	N/A	YES	NO	NO
1 Pickup	N/A	YES	YES	YES
1 Maintenance van	N/A	YES	NO	NO
1 Patrol vehicle	N/A	YES	YES	YES
1 Patrol/workboat	N/A	YES	NO	NO
1 Video Multiplexer	N/A	YES	YES	YES

N/A - Not Applicable

\*\*\* STRICTLY CONFIDENTIAL \*\*\*

THE HAMILTON HARBOUR COMMISSIONERS

FIVE YEAR CAPITAL BUDGET

PROJECT	Project Designed	Cost Estimated	Out for Tender	Contract Signed
Network computer :				
2 Terminals for Admin.	YES	YES	YES	YES
2 Printers	N/A	YES	YES	YES
Memory upgrade terminals	N/A	YES	YES	YES
Laptop	YES	YES	NO	NO
Cable link M.D.	NO	YES	NO	NO
EDI installation	NO	YES	NO	NO
Outboard motors	N/A	YES	YES	YES
1 Large Sailing vessel	N/A	YES	YES	YES
Refit Shark sailboat	YES	YES	YES	YES
1 14' Power boat	N/A	YES	YES	YES
Additional classrooms	NO	NO	NO	NO
1 21' Power boat	N/A	NO	NO	NO
1 Power boat	N/A	NO	NO	NO
5 Intermediate trainers	N/A	YES	YES	YES
Dust & vapour system	NO	YES	NO	NO
Overhead crane (shop)	NO	YES	NO	NO
Travel Lift(up to 20 ton)	NO	YES	NO	NO
Pickup truck	N/A	YES	YES	YES

N/A - Not Applicable



\*\*\* STRICTLY CONFIDENTIAL \*\*\*

THE HAMILTON HARBOUR COMMISSIONERS

FIVE YEAR CAPITAL BUDGET

PROJECT	Project Designed	Cost Estimated	Out for Tender	Contract Signed
Pier 14 :				
Surface improvements	YES	YES	YES	YES
Wentworth office imprv.	YES	YES	YES	YES
Pier 15 :				
Hillyard office lighting	YES	YES	NO	NO
Hillyard office windows	NO	YES	NO	NO
Hillyard office hydro	YES	YES	YES	YES
Sherman office A/C	YES	YES	YES	NO
Sherman office roof	YES	YES	YES	NO
Sherman office Bell line	NO	YES	YES	NO
Improvements	YES	YES	YES	YES
Pier 24 :				
Landscaping	NO	YES	NO	NO
Remove gangways	YES	YES	NO	NO
Shed lighting	NO	YES	NO	NO
Hydro upgrade	YES	YES	YES	YES
Shed roof replacement	YES	YES	YES	YES
Harbourwest :				
Improvements	YES	YES	YES	YES
New buildings	YES	YES	YES	YES
Windermere basin	YES	YES	YES	YES
Admin. Building :				
Improvements	YES	YES	YES	YES
Fisherman's Pier Develop.	NO	NO	NO	NO
Dredging	YES	YES	YES	YES

N/A - Not Applicable

\*\*\* STRICTLY CONFIDENTIAL \*\*\*

THE HAMILTON HARBOUR COMMISSIONERS

FIVE YEAR CAPITAL BUDGET

PROJECT	Project Designed	Cost Estimated	Out for Tender	Contract Signed
Pier 25 :				
Paving	YES	YES	NO	NO
Landscaping	YES	YES	NO	NO
Pier 26 :				
Roads & Sewers	YES	YES	YES	YES
Landscaping	YES	YES	YES	YES
Wharf	YES	YES	YES	YES
Rail spur	YES	YES	YES	YES
Pier 27 :				
Landscaping	YES	YES	NO	NO
Wharf	YES	YES	NO	NO
Rail spur	YES	YES	NO	NO
Land purchase	N/A	YES	N/A	YES
Piers 8 & 10 :				
Fire main installation	NO	YES	NO	NO
Park fence	YES	YES	YES	YES
Paving	NO	YES	NO	NO
Pier 10 office lighting	YES	YES	YES	YES
Pier 10 Hydro upgrade	YES	YES	YES	YES
Pier 11 :				
Redevelopment	YES	YES	YES	YES
Pier 12 :				
Fendering	YES	YES	YES	YES

N/A - Not Applicable

605 James St. N.  
Hamilton, Ontario, Canada  
L8L 1K1

Phone Numbers  
Hamilton 905-525-4330  
Inwats 1-800-263-2131

Fax Numbers  
Administration 905-528-6282  
General Office 905-528-6554



March 18, 1998

Mr. Joseph Schatz  
City Clerk  
The Corporation of the City of Hamilton  
71 Main Street West  
Hamilton, Ontario  
L8N 3T4

Dear Sir,

Further to Council's resolution, forwarded to us on February 25, 1998, (copy attached) The Board of Commissioners, at their meeting of March 13, 1998, approved the provision of Items 2. (d), (e), and (f), as originally received and acknowledged by the City Clerk, for each year requested. This material has been forwarded to your auditors, KPMG, under separate cover.

Item 2. (a) will be forwarded, in a timely manner, when complete. A response to Items 2. (b), and (c) is being prepared and will be provided as soon as possible.

In response to Item 2. (g) we would confirm that requests for clarification on the material provided would be addressed on a timely basis, as good business practice dictates. Any request for information beyond the scope of the previous resolutions would require a further resolution of Council.

Yours truly,  
The Hamilton Harbour Commissioners

R.S. Smith  
Secretary to the Board of Commissioners

OFFICE OF THE CITY CLERK	
MAR 18 1998	
REC. BY <u>as</u>	DATE _____
REF'D. TO _____	DATE _____
REF'D. TO _____	DATE _____
REF'D. TO _____	DATE _____
ACTION: <u>FOR C. 7.1 (C. 7.1)</u>	

## Office of the City Clerk

City of  
HAMILTON71 Main Street West, Hamilton, Ontario, L8N 3T4  
Tel. (905) 546-2700 / Fax (905) 546-2095

1998 February 25

**SENT VIA FAX - 528-6282**

Mr. R. Scott Smith  
Secretary to the Board of Commissioners  
The Hamilton Harbour Commissioners  
605 James Street North  
Hamilton, Ontario  
L8L 1K1

Dear Mr. Smith:

Please be advised that Hamilton City Council at its meeting held Tuesday, 1998 February 24th approved Sections 2 and 3 of the Sixth Report for 1998 of the Finance and Administration Committee as follows:

2. That the Hamilton Harbour Commissioners be requested to provide the City of Hamilton with the following financial information relating to the Hamilton Harbour Commission within 14 (fourteen) days;
  - (a) Information relating to the current five-year capital budget, including:
    - (i) A list of the projects included in the budget and the nature/purpose of the project/expenditure; and,
    - (ii) Whether the expenditure represents an improvement/addition to existing capacity or whether it relates to a maintenance/replacement expenditure required to sustain existing capacity; and,
    - (iii) Copies of any available economic or feasibility studies or similar documents/analyses prepared in support of the budgeted expenditures; and,
    - (iv) Information on the present stage of each project (i.e., whether the project has been designed, whether the costs have been estimated, whether the project has been put out to construction companies for tender, whether the project is in progress, etc.); and,
    - (v) How the expenditure will be financed (i.e. from existing investments reserved for future improvements, from future cash flow, from debt, etc.); and,



Page Two

- (b) Any available operating budgets (i.e., budgeted statements of revenue and expenses and or budgeted balance sheets); and,
- (c) A list of tenants/leases (for both existing tenants/leases and any leases that have been signed for future tenants) setting out the following:
  - (i) The property (Pier #) and the name of the tenant; and,
  - (ii) The terms of the lease, including monthly or periodic required rental payments, the maturity date of the lease and whether the lease is on a gross or net basis; and,
- (d) The full audited financial statements (complete with notes and supporting schedules including the fixed asset and depreciation schedule) for the Harbour for the years 1980 to 1984, 1986 and 1989; and,
- (e) Certain financial statements that have been provided to us for 1990 and subsequent years include various schedules of revenue, expenses and fixed assets, including:
  - (i) Schedule of Revenue; and,
  - (ii) Schedule of Operating Expenses; and,
  - (iii) Schedule of Administrative, Office and General Expenses; and,
  - (iv) Schedules of Fixed Assets (including Land, Docks and Harbour Improvements, Buildings, and Vessels and Equipment).

However, we are missing (and are therefore requesting) these schedules for the following years:

- (1) 1994; and,
  - (2) 1995 (Schedule of Vessels and Equipment only); and,
- (f) It would appear that the detailed revenue/expense/fixed asset data was included in the financial statements for years prior to 1990. If so, then this information would be included in the financial statements requested above in point (iv). However, to the extent that the schedules of revenue, expenses and fixed assets were prepared for years prior to 1990 (and are not otherwise disclosed in the financial statements), then please provide these detailed schedules for such prior years; and,
- (g) That any further information requested by the City through KPMG, Chartered Accountants for the City of Hamilton on harbour issues, be provided within 30 (thirty) days as set out in the Walsh Decision.

Page Three

3. (a) That correspondence from the Secretary to the Hamilton Harbour Commissioners dated 1998 January 26, respecting Memorandum of Agreement, September 29, 1997, be received; and,
- (b) That the Hamilton Harbour Commissioners be advised that the City of Hamilton has not agreed with the positions put forward under items 5(1) and (2) of the Board of the Hamilton Harbour Commissioners resolution, referred to in correspondence dated 1998, January 26 from the Secretary to the Board of Commissioners to the City Clerk respecting the Memorandum of Agreement, September 29, 1997; and,
- (c) That the Hamilton Harbour Commissioners be advised that as per section 5(3) of their correspondence, for the purposes of meetings as projected by 1998 March 14, the City of Hamilton representatives are Mayor Morrow, Alderman Charters and Alderman Collins.

Yours very truly,



J. J. Schatz  
City Clerk

cc Mayor Robert M. Morrow  
Alderman B. Charters  
Alderman C. Collins  
J. Pavelka, Chief Administrative Officer  
A. Ross, City Treasurer  
P. Noe Johnson, City Solicitor







2.

**CONSENT AGENDA**

**FINANCE AND ADMINISTRATION COMMITTEE**

**Tuesday, 1998 March 24th**

**1:30 o'clock p.m.**

**Room 233, City Hall**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

- (i) Minutes of the regular meeting held on Tuesday, 1998 March 3rd
- (ii) Minutes of the special meeting held on Tuesday, 1998 March 10th

**B. REFERRALS FROM OTHER COMMITTEES**

Financing - City's share of Servicing - Brigadoon Park

**C. CITY SOLICITOR**

- (i) Addition of "rate payer" to Property Standards By-law 94-185
- (ii) A By-law to eliminate the Parking Authority for the City of Hamilton and that City Council assume the responsibility for all Parking Authority Administration and Operations

**D. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items



Tuesday, 1998 March 3  
1:30 o'clock p.m.  
Room 233, City Hall

A. (i)

**The Finance and Administration Committee met.**

**Present:** Alderman D. Wilson, Chairman  
Alderman D. O'Sullivan, Vice-Chairman  
Robert M. Morrow  
Alderman M. Caplan  
Alderman A. Horwath  
Alderman D. Haining  
Alderman C. Collins  
Alderman B. Charters  
Alderman B. Kelly

**Also Present:** Alderman F. D'Amico  
Alderman R. Corsini  
J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
P. Noé Johnson, City Solicitor  
L. Bourns, Acting Commissioner of Human Resources  
J. Schatz, City Clerk  
Fire Chief W. Shoemaker  
L. King, Building Commissioner  
P. Baker, Hamilton Parking Authority  
S. Reeder, Secretary

**A G E N D A**

**DELEGATION - Brian Hinkley, City's representative on the Hamilton Harbour Commission re: various current issues of the Harbour**

Brian Hinkley, the City's representative on the Hamilton Harbour Commission was in attendance on the Committee's request to speak to them about issues respecting the Harbour.

Mr. Hinkley circulated a Memorandum from himself dated 1998 March 3rd touching on a number of current issues. Mr. Hinkley then spoke to the Committee about the historical communications problems between the Hamilton Harbour Commission and the City, the corporate culture at the Hamilton Harbour Commission and the new Port Authorities legislation.

At this point in the meeting, the Committee agreed to move In Camera to discuss matters relating to litigation issues with the Hamilton Harbour Commission.

The Committee moved back into Open Session. The City Clerk circulated a recent response letter received from the Hamilton Harbour Commissioners dated 1998 February 26th, to advise that the Harbour Commissioners would be apprised of the City's request for information as outlined in Sections 2 and 3 of the Sixth Report for 1998 of the Finance and Administration Committee, and approved by City Council on 1998 February 24th. The Secretary to the Board of Commissioners indicates that the Board meets on 1998 March 13th.

With respect to three recommendations made by Brian Hinkley, the Committee approved the following:

1. That the City Clerk be directed to institute a process for the City's appointee to the Hamilton Harbour Commission to routinely receive reports, information and agendas concerning matters related to Hamilton Harbour issues.
2. That no action be taken on the recommendation to establish with the Harbour Commissioners a set process and regular schedule of meetings to deal with issues of an ongoing basis, as this process has already been established by the City's formation of a Sub-Committee of the Mayor, Alderman B. Charters and Alderman C. Collins to deal with Harbour issues.

3. That the third recommendation to establish Joint Special Purpose Committees as required be received and no action taken.

1. CONSENT AGENDA

The Committee was in receipt of its Consent Agenda, and approved the following:

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

The Committee was in receipt of the minutes of its regular meeting held on Tuesday, 1998 February 17th, and approved these minutes as circulated.

B. TREASURER - Authorization to Enter into Extension Agreements on Specific Properties for the Payment of Realty Tax Arrears

The Committee was in receipt of a report from the Treasurer dated 1998 February 16, respecting the above noted matter, and approved the following:

- (a) That the City be authorized to enter into Extension Agreements, if required, in a form satisfactory to the City Solicitor and the City Treasurer pursuant to Section 8 of the Municipal Tax Sales Act, with the owners of the following properties to extend the time open for payment of realty tax arrears in accordance with the policy for extension agreements approved by City Council on 1994 June 28:

3 Margate Ave.  
18 Lincoln St.  
1042 Barton St. E.  
97 Paradise Rd. N.

- (b) That a by-law to authorize the said Extension Agreements be enacted by Council; and,
- (c) That the Mayor and City Clerk be authorized to execute the aforesaid by-law and extension agreements.

C. REFERRALS FROM OTHER COMMITTEES - Financing - City Hosting of Canadian Gymnastics Championships on 1998 May 25 - 30 and the O.F.S.S.A. Ontario Gymnastics Championships 1998 April 20 - 24.

The Committee was in receipt of a report from the Treasurer dated 1998 February 26, respecting the above noted matter.

The Committee approved the following:

That as referenced in Section 11 of the Third Report for 1998 of the Parks and Recreation Committee, which was approved by City Council at its meeting held 1998 February 24th, that the combined contribution totalling \$12,000 (\$6,000 each) to assist in defraying the costs of the 1998 Ontario Gymnastics Championships April 20 to 24 and the Canadian Gymnastics Championships May 25-30, both to be held at the Chedoke Twin Pad Arena, be financed from the Hosting of Conferences with Municipal Subject Content Account CH 55307 80040.



D. CITY SOLICITOR - By-law - The Renovation and Retrofit of the Huntington Park Recreation Centre

The Committee was in receipt of a report from the City Solicitor dated 1998 February 17, respecting the above noted matter.

The Committee directed that the By-law to Authorize an Amendment to The Renovation and Retrofit of the Huntington Park Recreation Centre, attached to the report, be forwarded to City Council for enactment.

E. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1998 February 26th, respecting Information Items.

The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Correspondence - Association of Municipalities of Ontario - Councillor Orientation Session Information
- (b) Information Report - City Solicitor - Claim for Payment by LWG Inc. Fire Truck Decontamination Contract - report dated 1998 February 18th
- (c) Information Report - City Treasurer, Commissioner of Human Resources, Director of Information Systems - Corporate Financial and Human Resource Replacement Systems -Phase I Report - report dated 1998 February 17th

REGULAR AGENDA

2. TREASURER

(a) Update - Current Value Assessment

The Treasurer advised that there was no update.

(b) Proposed 1997 Distribution of Year-End Surplus and Draw-Down of Transitional Costs

The Committee was in receipt of a report from the Treasurer dated 1998 February 26, respecting the above noted matter.

The Committee approved the following:

- (a) That the amount of \$558,820 be allocated to various Departments as a transitional cost as determined by the Treasurer in accordance with established procedures for such funding; and,
- (b) That \$35,000 of the Current Budget Surplus be transferred to the Reserve for Hosting of Special Dignitaries; and,
- (c) That the balance of the Current Budget Surplus (estimated at \$18,300) be transferred to the Reserve for Tax Stabilization.

**3. PLASTIMET FIRE COSTS****(a) Treasurer - Financing of Plastimet Fire Costs**

The Committee was in receipt of a report from the Treasurer dated 1998 February 25, respecting the above noted matter.

The Committee approved the following:

- (a) That the costs identified in Appendix "A", attached herewith, relating to the decontamination cleaning of Fire Department apparatus in the amount of \$148,702.60, resulting from the Plastimet Fire of 1997 July 9, be financed from the Reserve for Major Repairs to Mobile Equipment CH00103; and,
- (b) That the remaining costs as identified in Appendix "A", amounting to \$235,616.16, be financed from the City's 1997 Current Budget Surplus; and,
- (c) That any subsequent recoveries of such costs as identified in (a) and (b) above, be credited back to the respective reserves; and,
- (d) That the cost to purchase and erect an aluminium portable fence to protect the property at 363 Wellington Street North at an amount not to exceed \$16,000, be financed from the Reserve for Contingency CH001115.

**(b) Chief Administrative Officer - Plastimet Fire Expenditures**

The Committee was in receipt of a report from the Chief Administrative Officer dated 1998 February 26, respecting the above noted matter, and approved the following:

That the Mayor formally write to the Province of Ontario requesting reimbursement to offset the costs incurred by the City of Hamilton to deal with the fire at the Plastimet site at 363 Wellington Street North.

**4. GRANTS CO-ORDINATOR - 1998 General Grant Process**

The Committee was in receipt of a report from the Grants Co-ordinator dated 1998 February 26, respecting the above noted matter.

The Committee approved the following:

- (a) That the Committee of the Whole consider the 1998 General Grant requests which include written presentations only, at a meeting (subject to confirmation) 1998 April 16, 10:00 a.m., with an understanding that any Grant approvals will be conditional on the approval of the 1998 Grants Budget, and;
- (b) That all 1998 General Grant applicants be advised of this process; and,
- (c) That the 1998 Convention/Reception Grant process continue in a similar fashion to that used in prior years, namely that this remain as a staff administrative process requiring an appropriate application to be completed, adhering to the funding formula of \$4 per participant to a maximum level of \$1,500, and payment of any grant funds be upon receipt of a summary report after the event and consistent with the Convention/Reception Grant Policy.

**5. HAMILTON PUBLIC LIBRARY - 1998 - 2007 Capital Budget**

The Committee was in receipt of a report from the Chief Librarian, Hamilton Public Library, dated 1998 February 13, respecting the above noted matter.

A question was posed on the Terryberry Branch Library Retrofit project, as it was understood that this work was done last year.

The Committee approved the following:

- (a) That the attached capital projects for the Hamilton Public Library Board be considered for inclusion in the ten year 1998 -2007 Provisional Capital Budget; and,
- (b) That these capital projects be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council.

**ADDED - H.E.C.F.I. - 1998-2007 - PROVISIONAL CAPITAL BUDGET**

The Committee was in receipt of an added report from the H.E.C.F.I. Board of Directors dated 1998 February 25, respecting the above noted matter.

Alderman Charters spoke to this matter and addressed the added costs being faced H.E.C.F.I., specifically with the barrier free renovation costs. In this regard, the Building Commissioner indicated that there may be infrastructure funding remaining to pay for the HECFI renovations for barrier free access.

The Committee approved the following:

- (a) That the attached summary of Capital Projects be considered for inclusion in the ten (10) year 1998-2007 Provisional Capital Budget Program; and,
- (b) That these Capital Projects be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council; and,
- (c) That the ten (10) year (1998-2007) Provisional Capital Budget Program be financed from H.E.C.F.I.'s Reserve for Capital Projects subject to the availability of funds in the reserve.

**6. COMMISSIONER OF HUMAN RESOURCES AND DIRECTOR OF CULTURE & RECREATION - Summer Student Rates/Co-op Student Rates/Part-Time Rates**

The Committee was in receipt of a joint report from the Commissioner of Human Resources and the Director of Culture and Recreation dated 1998 February 19, respecting the above noted matter.

The Committee approved the following:

- (a) That in 1998, Summer Student Rates which are not part of a collective agreement and Co-op Student Rates be based on 55% - 60% - 65% of the 1993 February 1, interim rate for the equivalent, matched full time position (first step); and,
- (b) That in 1998 new and returning Co-op and Summer Students be placed in the appropriate steps in accordance with the provisions of the City of Hamilton Summer and Co-op Student Rates Schedule, attached herewith and marked Appendix "B"; and,
- (c) That in 1999 the Summer and Co-op Student Grid of 55% - 60% - 65% of the first step of the matched rate be deleted and a Grid of 60% - 65% - 70% of the first step of the matched rate be instituted; and,



- (d) That a three step range be re-instituted for Playlot Leader, Camp Counsellor, Tennis Instructor, Special Needs Counsellor and Youth Leader positions from \$6.85 to \$7.22-\$7.70-\$8.18 per hour; and,
- (e) That the part-time rate for the Cashier/Receptionist position be amended from \$7.10 to \$7.25 per hour; and,
- (f) That the Senior Camp Counsellor position be retitled to Camp Kidaca Supervisor and that the rate be amended from \$9.943 to \$11.397-\$11.844-\$12.325 per hour.

7. **HAMILTON PARKING AUTHORITY - Rental of Bay and King Street Site for Municipal Parking**

The Committee was in receipt of a report from the Hamilton Parking Authority dated 1998 February 20, respecting the above noted matter.

Considerable discussion ensued on the merits of the City leasing this site for municipal purposes. The Committee then agreed to refer this recommendation back to the Hamilton Parking Authority for further discussion.

8. **BUILDING COMMISSIONER - 5% Land Dedication Refund for 88 Stone Church Road East**

The Committee was in receipt of a report from the Building Commissioner dated 1998 February 23, respecting the above noted matter, and approved the following:

That after reviewing the evidence and submission of the complainant, Dexter J. McMillan, Solicitor, for the owner of the property, 88 Stone Church Road East, the Council of the City of Hamilton hereby refunds the 5% Land Dedication payment.

9. **CITY CLERK - Temporary Extension of Liquor Licence - Slainte Irish Pub - 1998 March 17th (St. Patrick's Day)**

The Committee was in receipt of a report from the City Clerk dated 1998 February 27, respecting the above noted matter.

The Committee approved the following:

That the Alcohol and Gaming Commission of Ontario be advised that the City of Hamilton has no objection to the issuance of a Temporary Extension of Premises Licence to the Slainte Irish Pub, 33 Bowen Street on Tuesday, 1998 March 17th from 11:00 o'clock a.m. to 2:00 o'clock a.m.-for a 1,000 square foot tent adjacent to their premises as part of their St. Patrick's Day Celebrations, subject to the following conditions:

- (a) That the City's Noise By-law be adhered to; and,
- (b) That the extension area to be licensed is barricaded in accordance with the A.G.C.O. regulations; and,
- (c) That the security arrangements for this event are made to the satisfaction of the Hamilton-Wentworth Regional Police.

**ADDED - REFERRAL FROM CITY COUNCIL - PROCEEDS FROM THE SALE OF THE REDHILL VALLEY PROPERTY FOR THE FREEWAY PROJECT**

The Committee was in receipt of correspondence from the City Clerk advising that the Committee of the Whole at its meeting held Friday, 1998 February 27th, concurred with a motion respecting the above noted matter, and agreed to refer same to the Finance and Administration Committee for processing.



The Committee approved the following:

That the proceeds from the sale of the Redhill Valley property to the Region, required for the Freeway Project, be credited to a new interest bearing reserve, "Reserve for the Redhill Creek Valley Development", established to address the needs of the Valley consistent with the principles of the Redhill Creek Recreation and Open Space Masterplan.

**10. IN CAMERA AGENDA**

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session, and approved the following:

**AA. CHIEF ADMINISTRATIVE OFFICER - Hamilton Parking Authority**

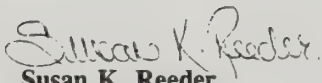
- (a) That the Hamilton Parking Authority Board be eliminated as of 1998 March 31, and that City Council, through the Transport and Environment Committee, assume the responsibility for all Parking Authority administration and operations (both on and off-street); and,
- (b) That By-law No. 8131 which establishes The Parking Authority of the City of Hamilton, be rescinded; and,
- (c) That the responsibility for administering all municipal parking operations be under the jurisdiction of the Commissioner of Public Works and Traffic by merging the Parking Authority with the Community Traffic Services Division as outlined on the organizational chart, attached herewith and marked Appendix "C"; and,
- (d) That the Chief Administrative Officer be directed to pursue:
  - (i) The elimination of the Hamilton Parking Authority's General Manager position by negotiating a severance with the incumbent; and,
  - (ii) The reclassification of the Manager of Community Traffic and Parking Services; and,
- (e) That the Commissioner of Public Works and Traffic be directed to report back within one year with the results of a review of additional cost savings, efficiencies and improved customer service as a result of the merger.

**12. ADJOURNMENT**

There being no further business, the meeting then adjourned.

Taken as read and approved,

**ALDERMAN D. WILSON, CHAIRMAN  
FINANCE AND ADMINISTRATION COMMITTEE**

  
**Susan K. Reeder**  
Secretary  
1998 March 3

1998 March 10

Corporation of the City of Hamilton

PLASTIMET FIRE COSTS

As At December 31, 1997

DEPARTMENT	Cleaning -		Salaries/		Excavators /		Total
	Fire Apparatus	Overtime	Misc.	Equipment	Hoarding	Misc.	
Fire Department	\$148,702.60	\$23,659.00	\$46,719.06			\$64,613.53	\$283,694.19
Public Works and Traffic - Traffic Division		\$1,054.90				\$123.78	\$1,178.68
Public Works and Traffic - Streets Division		\$10,924.88	\$57,088.25		\$10,382.40	\$6,772.99	\$85,168.52
Building Department						\$92.70	\$92.70
City Clerk / Mayor's Department						\$6,162.92	\$6,162.92
Law Department						\$127.98	\$127.98
C & R - Property Maintenance Division						\$2,333.32	\$2,333.32
Chief Administrative Officer						\$1,130.00	\$1,130.00
Culture and Recreation						\$4,073.50	\$4,073.50
Miscellaneous Other Departments						\$356.95	\$356.95
<b>TOTAL</b>	<b>\$148,702.60</b>	<b>\$35,638.78</b>	<b>\$103,807.31</b>	<b>\$10,382.40</b>		<b>\$85,787.67</b>	<b>\$384,318.76</b>

Plasimel Costs Incurred / To Be Incurred In 1998:  
 Public Works - Aluminum Portable Fencing (upset limit)  
 Fire Department - Tarp / Radio Replacement  
 Long-Term Medical Surveillance Programme (1998 portion) - financed from 1998 Fire Department current budget

\$16,000.00  
 \$5,500.00  
 \$210,000.00

23-Feb-98

Appendix "A" referred  
 to in Section 5 of the  
 SEVENTH Report of  
 the Finance and  
 Administration  
 Committee for 1998

1998 March 10

Appendix "B" referred  
to in Section 8 of the  
SEVENTH Report of  
the Finance and  
Administration  
Committee for 1998

**City of Hamilton  
Summer and Co-op Student Rates**

Effective January 1, 1998 summer student and co-op student rates will be matched to the February 1, 1993 (interim rate) CUPE 167 job rates. Jobs associated with CUPE Local 5 will be paid in accordance with that collective agreement.

**Co-op Students**

New Co-op Students: All new co-op students will be hired at 55% of the equivalent, matched full time position. The actual rates will be based on the February 1, 1993 interim rates (first step).

Returning Co-op Students: All returning co-op students will be rehired at the next percentage step above the percentage step paid in 1997. The actual rates will be based on the February 1, 1993 interim rates (first step).

Back-to-Back Co-op Terms: Co-op students who, on January 1, 1998 are commencing their second placement in back-to-back work terms, will move to the next percentage step above the percentage step paid in 1997 using the February 1, 1993 interim rates. Co-op students who complete two or more co-op terms in one calendar year are paid at the same percentage step for each term.

**Summer Students**

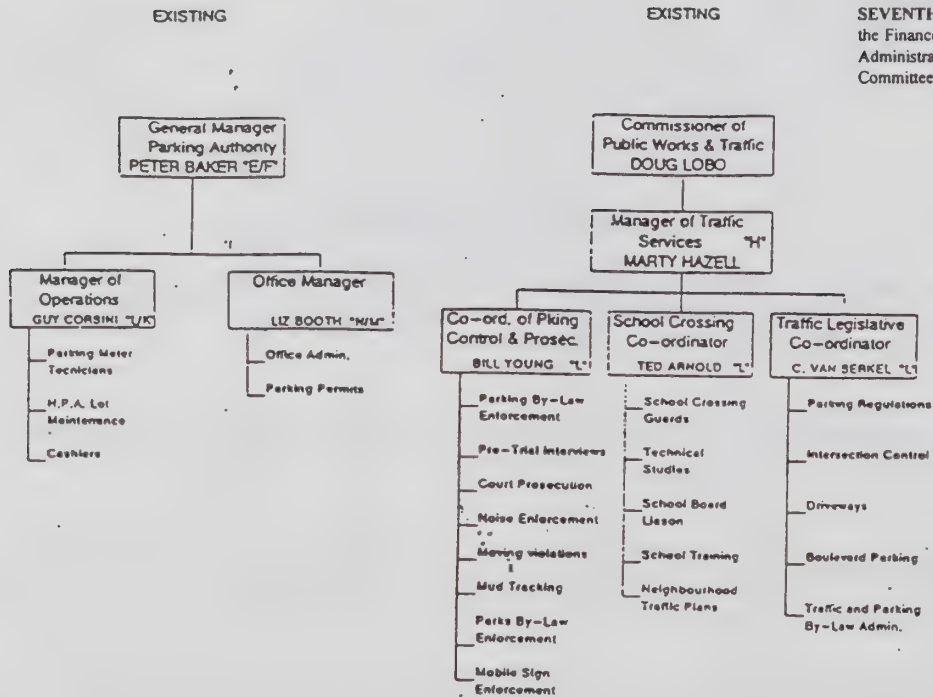
New Summer Students: All new summer students will be hired at 55% of the equivalent, matched full time position. The actual rates will be based on the February 1, 1993 interim rates (first step).

Returning Summer Students: All returning summer students will be rehired at the next percentage step above the percentage step paid in 1997. The actual rates will be based on the February 1, 1993 interim rates (first step).

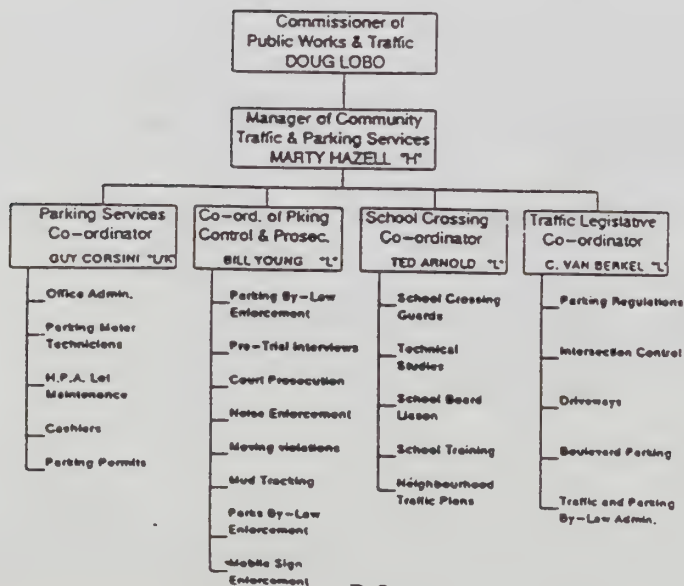
Effective January 1, 1999 the percentage steps will change from 55%-60%-65% to 60%-65%-70%.

1998 March 10

Appendix "C" referred to in Section 12 of the SEVENTH Report of the Finance and Administration Committee for 1998



PROPOSED





A. (ii)

Tuesday, 1998 March 10  
6:00 o'clock p.m.  
Room 233, City Hall

**A Special Meeting of the Finance and Administration Committee was held.**

**Present:** Alderman D. Wilson, Chairman  
Alderman D. O'Sullivan, Vice-Chairman  
Alderman M. Caplan  
Alderman A. Horwath  
Alderman D. Haining  
Alderman C. Collins  
Alderman B. Charters  
Alderman B. Kelly

**Regrets:** Mayor Robert M. Morrow - Civic Business

**Also Present:** J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
J. Johnston, Commissioner of Human Resources  
Fire Chief W. Shoemaker  
L. King, Building Commissioner  
P. Hooker, Law Department  
Jim Winn, Fire Department  
S. Reeder, Secretary

#### **A G E N D A**

1. **Correspondence - The Hamilton-Wentworth Catholic District School Board - request for the City to appoint their recommended candidate to the Hamilton Public Library Board as their representative.**

The Committee was in receipt of correspondence from the Hamilton-Wentworth Catholic District School Board dated 1998 January 7, respecting the above noted matter.

The Committee approved the following:

That Ann Beausejour be appointed as The Hamilton-Wentworth Catholic District School Board representative on the Hamilton Public Library Board for a term to expire 2000 November 30.

2. **FIRE CHIEF - 231 Gage Avenue North - Disposal of Contents**

The Committee was in receipt of a report from the Fire Chief dated 1998 March 9, respecting the above noted matter.

The Committee was also in receipt of a report from the Treasurer dated 1998 March 9, respecting Financing - 231 Gage Avenue North - Disposal of Contents.

The Committee approved the following:

- (a) That City Council authorize the expenditure of \$290,000 to provide for additional temporary storage of the combustible contents removed from the building located at 231 Gage Avenue North and the subsequent disposal of the stored materials in accordance with City Council purchasing policies; and,

- (b) That City Council authorize the plan for disposal of the materials as outlined in the proposed draft of the motion in the Appendix, attached herewith and marked Appendix "A"; and,
- (c) That the cost to provide for additional temporary storage of the combustible contents removed from the building located at 231 Gage Avenue North at an estimated amount of \$290,000 be financed from the Reserve for Contingency, Account Centre No. CH 00115; and,
- (d) That the Reserve for Contingency be reimbursed on receipt of recovery of the cost from the landowner.

### 3. IN CAMERA AGENDA

The Committee gave consideration to its In Camera Agenda without moving to an In Camera Session and approved the following:

#### AA. COMMISSIONER OF HUMAN RESOURCES - Non-Union Severance Policy

That the Commissioner of Human Resources be authorized and directed to implement a severance policy for non-union employees that incorporates the provisions outlined in the Appendix, attached herewith and marked Appendix "B".

#### ADDED - TREASURER - PROPOSED TIMETABLE FOR 1998 BUDGETS

The Treasurer spoke to the Committee and advised of the following proposed timetable for 1998 budgets:

<u>Date</u>	<u>Description</u>
Mar.23 12:30-4:00	Supplementary Budget - Coach House
Mar.23 12:30-4:00	Supplementary Budget - Coach House
Apr.2 9:30-4:00	Capital Budget review and approval (may have to be delayed depending on Corp. Team timing)
Apr.16 10:00-3:00	Consideration of General Grants
Apr.23 9:30-4:00	Current Budget packages reviewed, Supplementary Budget & local Board presentations


The Committee received this timing proposal for information purposes.

### 4. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN D. WILSON, CHAIRMAN  
FINANCE AND ADMINISTRATION COMMITTEE

  
Susan K. Reeder  
Secretary  
1998 March 10

1998 March 10

Appendix "A" referred  
to in Section 2 of the  
EIGHTH Report of  
the Finance and  
Administration  
Committee for 1998

THE MOTION IS FOR:

1. An Order in furtherance of the order of the Honourable Justice Crane dated February 19, 1998, for approval of the manner of disposal of materials under Rule 45.01(2), which materials were removed from the premises known municipally as 231 Gage Avenue North, Hamilton (the premises) and being held by the Applicant, and specifically with the following terms:
  - (a) where sufficient proof is supplied to the City on prior claims to the goods, to turn them over to the claimants, on terms requiring the claimants or respondents to either assume the costs of storage or remove them from the storage provided by the City commencing immediately and in any event to be removed completely within seven days of notice of this Order by facsimile transmission or 12 days for notice by mail, or April 15, 1998 whichever is earlier, and which conditions if not met allow the City to proceed to sell or dispose of the remainder;
  - (b) authorizing sale by public tender, with terms and conditions that include allowing potential bidders the opportunity to remove samples or conduct tests on the goods, and requiring successful bidders to arrange for the continued costs or storage of the goods or for bidders to complete timely removal from storage provided by the City, and which conditions if not met by the date selected by the City allows the City to sell or dispose of the remainder;
  - (c) the remainder held by the City after the above processes, be disposed of by the City, which may at the City's discretion include a public tender process

1998 March 10

or the seeking of bids for costs of disposal;

- (d) the proceeds of the above disposal be paid to the City, firstly to be applied against the costs of the sale or disposal incurred by the City, and then against the costs of removal and storage of the goods already incurred, and further be accounted for in the recovery of costs claimed under the Fire Protection and Prevention Act, and if there is any positive balance of proceeds after such costs are finally determined such balance be refunded by the City to 1215546 Ontario Limited; and
  - (e) alternatively to (b), where 1215546 Ontario Limited consents to any item or quantity of the goods being of little or no commercial value, that the City be authorized to proceed with disposal of same without first attempting to sell the goods by public tender.
2. Costs of this motion on a solicitor and client basis.
  3. Such further and other relief or directions as this Honourable Court deems just and proper.



1998 March 10

**SUBJECT: Non-union Severance Policy (C-004-98)**

Appendix "B" referred  
to in Section 3 of the  
EIGHTH Report of  
the Finance and  
Administration  
Committee for 1998

#### **Severance Provisions for Non-Union Employees**

1. Payment in lieu of notice of termination in an amount of three weeks per year of service to a maximum of 18 months with payments based on a continuation, in some form, of the employee's salary; or a negotiated lump sum payment;
2. Provision of all benefits excluding short-term and long term disability coverage beyond the legally required notice period, but including access to the EAP provider for what would otherwise be the notice period or until the employee secures alternative employment, whichever comes first;
3. Reimbursement, upon presentation of appropriate receipts, for outplacement counselling or tuition to a maximum amount negotiated with the employee;
4. Reimbursement, upon submission of receipts, for legal fees incurred to assess the severance offer, to a maximum of \$500.; and,
5. Early retirement under the following criteria:
  - minimum 75 factor (age and service)
  - the redundant position or position(s) of equal value in a restructuring will be deleted from complement
  - bridging will be offered in a form replicating a Type 7 pension, but not exceeding a maximum of the equivalent to severance plus 25%
  - a bonus payment may be offered if the cost of the bridging plus the employee benefits is less than the cost of severance
  - benefits will be continued under the retiree plan to age 65
  - payments may be made to O.M.E.R.S. until the employee reaches age 55 at which time the employee will transfer to an O.M.E.R.S. pension



B.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 March 16

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing of Brigadoon Park, Hamilton

**RECOMMENDATION:**

That the City's share of "Brigadoon Park" servicing at a cost of \$186,754.58 be financed from Centre No. CH 00212 "Reserve for Development Charges".



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The net amount to be financed for all 1998 projects related to subdivision expenditures, including this recommendation is \$186,754.58. The 1998-2007 Provisional Capital Budget includes a submission of \$1,200,000 for the City's share of subdivision expenditures in 1998 which is yet to be considered by the Committee of the Whole and Council. This amount of \$186,754.58 will form part of the total request of \$1,200,000 submission.

**BACKGROUND:**

The details of the project is outlined in the letter of D. Lobo dated 1998 February 19. This item was approved under Section 24 of the Fifth Report of the Transport and Environment Committee adopted by Council 1998 March 10.

NRA:jc





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

C. (i)

**DATE:** 1998 February 26  
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration  
**FROM:** P. Noé Johnson  
City Solicitor  
**SUBJECT:** Property Standards By-law

**RECOMMENDATION:**

That the attached By-law to define rate payer in By-law 94-185 be enacted.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

19 On January 27, 1998, City Council, in adopting Section 4 of the 2nd Report of the Nominating Committee, authorized the City Solicitor to prepare the attached by-law to enact the addition of "rate payer" to be added to Section 40 of By-law 94-185.

LEF:as

c.c. L. King, P.Eng., Building Commissioner  
Building Department  
**Attention: S. Bishop**

**THE CORPORATION OF THE CITY OF HAMILTON**

**BY-LAW NO. 98-**

**To Amend By-law 94-185**

**THE PROPERTY STANDARDS BY-LAW**

**WHEREAS** By-law 94-185 was enacted on November 8, 1994 to consolidate the Property Standards By-law;

**AND WHEREAS** Council on January 27, 1998, in adopting Section 4 of the 2nd Report of the Nominating Committee authorized the addition of a definition of "rate payer" to be added to Section 40 of By-law 94-185;

**NOW THEREFORE** Section 40 of By-law 94-185 is amended by adding the following subsection:

- (3) For the purposes of this Section, "rate payer" shall mean either an owner of property in Hamilton or a tenant shown on the last revised Assessment roll of a property located in Hamilton.

PASSED AND ENACTED this                      day of                      , 1998.

**CLERK**

**MAYOR**

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

C. (ii)

**DATE:** 1998 March 17

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** P. Noé Johnson  
City Solicitor

**SUBJECT:** A By-law to Eliminate the Parking Authority for the  
City of Hamilton and that City Council Assume the  
Responsibility for all Parking Authority Administration  
and Operations

**RECOMMENDATION:**

That the appropriate By-law to repeal By-law No. 8131, which created The Parking Authority for the City of Hamilton, be enacted.

*[Handwritten signature]*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

See below

**BACKGROUND:**

Council, on March 10, 1998, approved Section 21 of the 7th Report of the Finance and Administration Committee to repeal By-law No. 8131, which created the Parking Authority of the City of Hamilton. Under the Municipal Act, when By-law No. 8131 is repealed, all of the assets and liabilities of the Hamilton Parking Authority are assumed by the City of Hamilton.

A By-law to regulate the operation of the off street parking lots will be sent to the Committee in the near future. Under the Municipal Act, a municipality either enacts an operational By-law for the off street parking lots or enacts a By-law to create a Parking Authority.

PNJ/LEF:as

c.c. Joe Pavelka, Chief Administrative Officer  
D. Lobo, Commissioner of Public Works and Traffic

Bill No.

The Corporation of the City of Hamilton

By-law No. 98-

To Repeal By-law No. 8131

Respecting:

**THE PARKING AUTHORITY OF THE CITY OF HAMILTON**

**WHEREAS** Section 207 of the Municipal Act, R.S.O. 1990, Chapter M.45 authorizes a Municipality to create a Municipal Parking Authority;

**AND WHEREAS** The Parking Authority of the City of Hamilton was created by By-law No. 8131;

**AND WHEREAS** Council, on March 10, 1998, in adopting Section 12 of the 7th Report of the Finance and Administration Committee, authorized that By-law No. 8131 be repealed.

**NOW THEREFORE** the Council of The Corporation of the City of Hamilton enacts as follows:

1. By-law No. 8131 is hereby repealed.
2. This By-law becomes effective on March 31, 1998.

**PASSED** this

day of

1998.

CITY CLERK

MAYOR



**CITY OF HAMILTON**

**-RECOMMENDATION-**

D.

**DATE:** 1998 March 18th

**REPORT TO:** Alderman D. Wilson, Chairman & Members,  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary,  
Finance and Administration Committee

**SUBJECT:** Information Items

**RECOMMENDATION:**

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Information Report - Mayor Morrow - City of Hamilton response to areas of Eastern Ontario and Quebec - report dated 1998 February 19th
- (b) Correspondence - The Effort Trust Company - The Fair Municipal Finance Act - letter dated 1998 March 5th
- (c) Memorandum - Chief Administrative Officer - Hamilton Harbour Commissioners and CN Waterlots - memo dated 1998 March 4th
- (d) Correspondence - Minister of Municipal Affairs and Housing - Local Housing Authority Boards - letter dated 1998 February 16th
- (e) Correspondence - The Premier of Ontario- acknowledgement and referral of City's resolution for Provincial funding for the Long-Term Medical Surveillance Programme - Plastimet Fire.
- (f) Memorandum - City Treasurer - Availability of CVA Assessment Values on Taxation/Assessment System - memo dated 1998 March 16th

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A

**BACKGROUND:**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.





**NOTICE OF MEETING**

**FINANCE AND ADMINISTRATION COMMITTEE**

Tuesday, 1998 April 7th

1:30 o'clock p.m.

Room 233, City Hall

Susan K. Reeder, Secretary

Finance and Administration Committee

**A G E N D A**

1. **CONSENT AGENDA**

2. **MAYOR ROBERT M. MORROW**

(a) Canadian Auto Pact

(b) Correspondence - Hamilton and District Labour Council - Call for a Public Inquiry  
- Ipperwash Provincial Park incident

3. **CITY CLERK**

Lease Renewal to Hamilton Municipal Employees' Credit Union Limited - Automated Teller Machine

4. **FIRE CHIEF**

Securing of Vacant Building - 205 Cannon Street East

(a) Recommendation - Treasurer - Financing upset limit of \$8,000 to secure the building located at 205 Cannon Street East

5. **DIRECTOR OF CULTURE AND RECREATION**

Award of Contract - Security Services for City Hall

6. **REFERRAL FROM CITY COUNCIL**

Financing - Sale of easement for a Sanitary Sewer across the Chedoke Golf Course

7. **TREASURER**

Update - Current Value Assessment (verbal report)





(re-typed facsimile)

THE CORPORATION OF THE CITY OF WINDSOR

WINDSOR CITY COUNCIL ADOPTED THE FOLLOWING RESOLUTION AT ITS MEETING HELD JANUARY 26, 1998:

cr73/98

- WHEREAS the auto industry, largely due to the Auto Pact, is critical to the economic health of Canada and its communities, particularly Windsor and Essex County. This important industry has been described as the engine of the Canadian economy; and
- WHEREAS trade policy has always been central to Canadian auto policy. Auto provides 150,000 direct jobs (assembly and components) and some 175,000 spin-off jobs (steel, plastics, glass, rubber, etc.); and
- WHEREAS the federal government is contemplating an end to the Auto Pact by eliminating tariffs on all vehicles and components coming from overseas; and
- WHEREAS overseas auto companies have demonstrated a markedly lower commitment to investment and jobs than Big Three companies; and
- WHEREAS the elimination of tariffs facing non auto-act companies would inevitably lead to significant job losses in the many communities in Canada that depend on the auto industry, either directly or indirectly through related activities such as parts, production and spin-off economic activity; and
- THEREFORE BE IT RESOLVED that the federal government reverse their recent decision on auto parts and cease any action, legislative or otherwise, that would lead to the elimination of auto tariffs on vehicle assembly. In addition, the federal government must fully commit to protect the principles of the auto pact; and
- BE IT FURTHER RESOLVED that this Windsor City Council goes on record with federal and provincial government in supporting the immediate withdrawal of any intention to implement such tariff removal and ensure the protection of the Auto Pact.

Carried.

/bmkopeiu343

GF1998 nl 12  
Basis Report 2629

To FFA (att) 1/31  
under my name  
+ regional council  
made to Mr. Sec

2. (a.)

(re-typed facsimile)

## THE CORPORATION OF THE CITY OF LONDON

ADDRESSED TO THE RIGHT HONOURABLE JEAN CHRETIEN AND THE HONOURABLE MIKE HARRIS,  
DATED FEBRUARY 3, 1998

I hereby certify that the Municipal Council, at its session held on February 2, 1998, resolved:

WHEREAS the auto industry, largely due to the Auto Pact, is critical to the economic health of Canada and its communities, with this important industry having been described as the engine of the Canadian economy; and

WHEREAS trade policy has always been central to Canadian auto policy, with the auto industry providing 150,000 direct jobs (assembly and components) and some 175,000 spin-offs (steel, plastics, glass, rubber, etc.); and

WHEREAS the federal government is contemplating an end to the Auto Pact by eliminating tariffs on all vehicles and components coming from overseas; and

WHEREAS overseas auto companies have demonstrated a markedly lower commitment to investment and jobs than Big Three companies; and

WHEREAS the elimination of tariffs facing non auto-act companies would inevitably lead to significant job losses in the many communities in Canada that depend on the auto industry, either directly or indirectly through related activities such as parts, production and spin-off economic activity; and

THEREFORE BE IT RESOLVED that the federal government be urged to reverse it's recent decision on auto parts and cease any action, legislative or otherwise, that would lead to the elimination of auto tariffs on vehicle assembly and further, that the federal government fully commit to protect the principles of the auto pact; and

BE IT FURTHER RESOLVED that the London City Council hereby go on record with federal and provincial governments in supporting the immediate withdrawal of any intention to implement such tariff removal and ensure the protection of the Auto Pact.

Jeff A. Malpass  
City Clerk

/bmkopeiu343

OFFICE OF THE CHAIRMAN  
TEL: 905/825-6115 FAX: 905/825-8839

January 14, 1998

Letter sent to Minister Manley, Minister Marchi and Minister Martin

Re: Canadian Auto Industry

---

The Region of Halton recently hosted an Auto Sector Roundtable where auto sector industry representatives met with local and federal elected officials, as well as representatives from the four Chambers of Commerce. During this meeting, we discussed the state of the auto industry in Canada, including the changes that are occurring in this most important sector. The auto industry is a significant force in the Halton economy. We are determined to ensure the long term success of the direct and indirect businesses in this sector in Halton, and beyond.

I understand that your Government may be considering the reduction or outright elimination of the Most Favoured Nation tariff on finished vehicles imported by non-Auto Pact companies from outside North America. The likely result of such an action would be a flood of imports from offshore and a significant reduction in the production of Canadian-made vehicles and parts. It is a scenario that would threaten the current and future world product mandates for the Big Three's facilities in Canada. The Big Three's investments in Canada have been ten times that of the transplants, their employment levels are more than 20 times. In addition, more than 93% of the sales by Canadian parts manufacturers are to Big Three assembly plants while less than 7% are to the Japanese transplants. The elimination of the MFN tariff would also undercut the strength of Canada's highly successful auto parts industry, and seriously erode our national industrial base. The potential impact on our local economy is of great concern to us.

I suggest to you that the Federal Government should pursue trade policies that continue to recognize the enormous benefits of the investments and jobs made by the Big Three these past 30 years. To do anything less could cost Canada more jobs than they create. Canada's automotive trade policy must be carefully considered in a multilateral context with a view to opening up auto markets to Canadian vehicle and parts manufacturers.

I appreciate your consideration of the above comments, and would welcome the opportunity to discuss them more fully with you in person. The Region of Halton has much at stake, and we are sincerely concerned for the well being of our economy should the MFN tariff be eliminated.



I appreciate your consideration of the above comments, and would welcome the opportunity to discuss them more fully with you in person. The Region of Halton has much at stake, and we are sincerely concerned for the well being of our economy should the MFN tariff be eliminated.

Sincerely,

Joyce Savoline  
Regional Chairman

c. Bonnie Brown, MP  
John Bryden, MP  
Julian Reed, MP  
Paddy Torsney, MP

✓ Ann Mulvale, Mayor, Town of Oakville  
Rob MacIsaac, Mayor, City of Burlington  
Gord Krantz, Mayor, Town of Milton  
Marilyn Serjeantson, Mayor, Town of Halton Hills

Michael Sheridan, Director of Government Relations, Ford Motor Company of Canada  
Gerry Fedchun, President, Automotive Parts Manufacturers' Association





OFFICE OF THE MAYOR

VIA FAX

January 19, 1998

Our File: S.04

Minister Al Palladini  
Minister of Economic Development, Trade and Tourism  
8th Floor - Hearst Block  
900 Bay Street  
Toronto, Ontario  
M7A 2E1

Dear Mr. Minister:

Attached please find correspondence directed to the Federal Government along with a copy of a resolution which was passed at our January 16th meeting of the GTA Mayors & Regional Chairs Committee regarding the Canadian Auto Industry.

We wish to bring our actions to your attention on this situation and have enclosed also the letter to the Federal Government from the Region of Halton for your information.

Sincerely,

HAZEL McCALLION  
MAYOR  
CHAIR, GTA MAYORS &  
REGIONAL CHAIRS

*Moved by: Chairman Joyce Savoline - Region of Halton*  
*Seconded by: Mayor Don Cousens - Markham*

*THAT the Region of Halton letter to the three Federal Ministers on the Canadian Auto Industry, dated January 14, 1998, be endorsed and received, and;*

*THAT the Provincial and Federal Governments be so advised; and*

*THAT municipalities in the GTA be asked to consider the implications of Most Favoured Nation tariff changes, and, if possible support the Region of Halton's initiative; and*

*THAT auto manufacturers in each community be made aware of these concerns and be solicited for support, and that local MPPs and MPs be asked to support the Canadian Auto Industry; and*

*FURTHER that the Region of Halton letter be referred to the Greater Toronto Marketing Alliance.*



## HAMILTON and DISTRICT LABOUR COUNCIL C.L.C.

1130 Barton Street East, Suite 210, Hamilton, Ontario L8H 7P9 • 547-2944 Fax 547-4006

President Wayne Marston

Secretary Tom Atterton

March 23, 1998

Robert M. Morrow  
Mayor of the City of Hamilton  
City Hall  
71 Main Street West,  
Hamilton, Ontario  
L8N 3T4

To: *Mr. Morrow* ✓ 3/30*Ald. Wilson**Mr. T. + A.**+ C.C. members**2. (b.)*

Dear Mayor Morrow:

I am writing on behalf of the Delegates to the Hamilton and District Labour Council, who at a recent meeting of the Labour Council passed a motion authorizing me to petition Hamilton City Council to call for a public inquiry into the tragic events of September 5 and 6, 1995 at Ipperwash Provincial Park.

Mayor Morrow as we discussed in my visit to your office with Sam George and his wife Veronica on March 19th, the Labour Council believes it vitally important that a public inquiry be held into the events which led to the shooting by an OPP Officer of Sam's brother Dudley George.

A subsequent investigation and trial has concluded that the Native Protestors were unarmed and in addition the OPP Officer involved was found guilty of Manslaughter. There still remains the question of what role did members of the Provincial Government take in this situation and how can a recurrence of such a tragedy be prevented in the future.

The Labour Council is not asking Hamilton City Council to form any opinion or assess blame in the matter, but to simply join with other City Councils across the Province in a call for a Public Inquiry into the matter.

Sincerely,

Wayne Marston  
President

city9801.let  
opeiu - 343







3.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 March 27

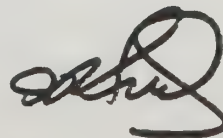
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Lease Renewal to Hamilton Municipal Employees' Credit  
Union Limited - Automated Teller Machine

**RECOMMENDATION:**

- (a) That the City of Hamilton renew the lease with the Hamilton Municipal Employees' Credit Union Limited, respecting the use of approximately 100 square feet of the area adjacent to the walkway between City Hall and the Football Hall of Fame; and,
- (b) That the new term be for a period of five (5) years commencing 1998 March 26 and expiring 2003 March 25, at a rental rate of \$2,000 per year plus taxes of \$690.13 for 1997, and proceeds be credited to Account No. CH 44104 31106 (Rental Civic Property - Civic Properties Rented); and,
- (c) That the option to renew the lease for a further five (5) period shall be at the discretion of the City with the rate and terms to be mutually agreed upon six (6) months prior to the expiry of the lease; and,
- (d) That upon termination of the lease, the Lessee will remove its equipment and restore the site to its original state; and,
- (e) That the Mayor and City Clerk be authorized and directed to execute the renewal agreement in a form satisfactory to the City Solicitor.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

All proceeds be credited to Account No. CH 44104 31106 (Rental Civic Property - Civic Properties Rented).

**BACKGROUND:**

The subject property has been leased to the Hamilton Municipal Employees' Credit Union Limited since 1986 for the purpose of an Automated Teller Machine (ATM).

Recently the Credit Union expressed a desire to renew the lease for the ATM for a further five (5) year period.

The former lease charged a rate of \$1,500 per year plus taxes, therefore, we are prepared to recommend that this lease renewal be approved.

RJH/nw

c.c. P. Noé Johnson, City Solicitor

Attention: J. Davidson

A. Ross, Treasurer

R. Swan, Manager, Building Operations and Maintenance Division

4.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 March 27

MAR 30 1998

**REPORT TO:** Susan K. Reeder, Secretary  
Finance & Administration Committee

**FROM:** W. H. Shoemaker  
Fire Chief

**SUBJECT:** 205 Cannon Street East - Securing of Vacant Building

**RECOMMENDATION:**

- a) That the Corporation of the City of Hamilton be authorized to secure the vacant building located at 205 Cannon Street East as authorized by an Ontario Court (Provincial Division) Order issued on 1998 March 19; and
- b) That the City Treasurer recommend the source of funding the approximately \$8,000 required to secure the building.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The Hamilton Fire Department Fire Prevention Bureau through the City of Hamilton Real Estate Department has obtained one estimate for completing this work in the amount of \$7,000.

The Provincial Division Court order dated 1998 March 19, attached as Appendix "A" to this report, orders that the cost for doing this work be added to the Municipal tax roll for this property and be treated as taxes.

## **BACKGROUND:**

On 1997 September 8 the Hamilton Fire Department conducted an inspection of this large vacant industrial building formerly occupied by a car dealership. The building was found to be open to trespass at several locations on the north side.

A Fire Marshal's Order was served on the owner, Netherlee Investments Limited through Mr. Ron Lee who is named as an Officer in the Corporation Profile Report, to have the building secured against trespass.

The owner failed to comply with the Fire Marshal's Order which led to a charge being laid. A trial was held on 1998 January 28, but the owner on title, Netherlee Investments Limited, did not appear in court. A trial in absentia was held and the company was found guilty and fined \$2,000.

The owner, Netherlee Investments Limited was petitioned into bankruptcy by the Bank of Nova Scotia. A receiving order was issued on 1994 March 8 appointing Price Waterhouse as trustee in bankruptcy for the estate of Netherlee Investments Limited. The trustees caused to be registered a quit claim deed on 1996 June 17 on this property under provisions of the Trustees Act and returned the property to Netherlee Investments Limited. The end result is that ownership and the responsibilities that go with that ownership are undeterminable and the property remains open to trespass with no responsible party identifiable. The Crown advised the Department to wait the 30 day appeal period from the conviction date and then proceed with an application to Ontario Court (Provincial Division) seeking the authority to have the property secured and the cost added to the municipal tax roll. The City's Treasury Department advises that present status of property taxes on this property are in arrears totalling \$349,000 dating back approximately eight (8) years. The property is eligible to be registered for tax arrears, but due to potential environmental concerns and complexities regarding title, this has not happened.

Given the background of this matter, the present situation at 205 Cannon Street East, and the potential for a significant fire, the Hamilton Fire Department is seeking City Council approval for authorization and funding to have the building openings secured with framing and plywood to prevent unauthorized persons from entering this building.

WHS/JRW/br  
attach.

cc P. Noé Johnson, City Solicitor  
A. Ross, City Treasurer  
J. Schatz, City Clerk



ONTARIO COURT  
(PROVINCIAL DIVISION)  
PROVINCE OF ONTARIO  
COUR DE L'ONTARIO  
(DIVISION PROVINCIALE)  
PROVINCE DE L'ONTARIO

**ORDER  
ORDONNANCE RENDUE**  
Under the Provincial Offences Act  
Aux termes de la Loi sur les infractions provinciales

#1107

Form 147  
Formule 147  
Courts of Justice Act  
Loi sur les tribunaux judiciaires  
R.R.O. 1990, Reg. 200  
R.R.O. 1990, Règl. 200

Her Majesty the Queen

PROSECUTOR/POURSUIVANT

AND/ET

Netherlee INvestment Limited

DEFENDANT/DÉFENDEUR

Upon the motion/application of / Sur la motion/ requête de

made on the / présentée le 19th. day of / jour de

March

, 19 98

at / à Provincial Offences Court, 32 James St. S., Hamilton, Ontario

(check appropriate references and complete as required / Cocher ce qui s'applique ici et compléter tel que requis)

~~xx~~ in the presence of / en la présence de☐ prosecutor / defendant / poursuivant (ou défendeur)☐ counsel for prosecutor / defendant / avocat du poursuivant (ou du défendeur)☐ agent for prosecutor / defendant / mandataire du poursuivant (ou du défendeur)☐ no one appearing for

sans que personne n'ait comparu au nom de

although duly served with notice

bien qu'un avis ait été dûment signifié à cette fin

~~xx~~ the motion/application being heard without notice / la motion/requête étant entendue sans qu'il y ait eu d'avis à cet effet.

And upon receiving the evidence of / Et après avoir reçu le témoignage de Claudio Mostacci

and / et

(recite other material considered on motion or application / énumérez les autres éléments de preuve examinés lors de la requête)


And upon hearing the person(s) present, / Et après avoir entendu la personne ou les personnes qui se sont présentées,

1. It is ordered that / Ordre est donné que The monies expended to conduct this work be added to the Municipality Tax Roll for this property and be treated as taxes, the property being 205 Cannon St. E., Hamilton, Ont.
2. And it is further ordered that / Il est de plus ordonné que See Attached.

Ordered at / Ordonnance rendue à Hamilton

this / ce 19th. day of / jour de March

19 98

  
Judge or Justice of the Peace in and for the Province of Ontario  
Juge ou juge de paix dans et pour la province de l'Ontario

## Appendix "A"

completely cover all openings in the exterior walls with a material equivalent to at least 12mm ( $\frac{1}{2}$ ") plywood, with the plywood being secured with 48mm (2") screws.

The openings on the first floor south side of the building are to be framed in with 38mm x 89mm (2" x 4") studs. The spacing of the studs is to be 41mm (16") on centre. The wood frame work is to be secured in a substantial manner to the existing building and then covered as specified above.

**CITY OF HAMILTON  
- RECOMMENDATION -**

4.(a.)

**DATE:** 1998 April 2

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing Upset Limit of \$8,000 to secure the building  
located at 205 Cannon Street East

**RECOMMENDATION:**

- a) That the upset limit of \$8,000 as the cost to secure the building located at 205 Cannon Street East be charged to a new account CH 57309 48001 Structural Inspections of the Fire Department's Budget, and funded by any Fire Department surplus in 1998;
- b) That to the extent there is not a surplus within the Fire Department budget, the Treasurer report back as to a method of financing of the above noted costs;



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The upset limit of securing this building is \$8,000 and is unbudgeted within the Fire Department proposed 1998 budget. The Fire Department in prior years have generated surpluses and a surplus may be generated in 1998 to offset the above noted costs. If at year-end a surplus is not available, a further financing report would be submitted.

There is provision that these costs be added to the Municipal Tax Roll.

**BACKGROUND:**

Under a separate recommendation from the Fire Chief, it is recommended to the Finance and Administration Committee that the Real Estate department undertake to secure the vacant building located at 205 Cannon Street East.

c.c. W. Shoemaker, Fire Chief  
P. Noé Johnson, City Solicitor, Law Department





**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5.

**DATE:** 1998 March 27

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** R.L. Fair  
Director

**SUBJECT:** Award of Contract - Security Services for City Hall

**RECOMMENDATION:**

- (a) That authorization be given to establish an Open Order with Group 4 C.P.S. Limited of Hamilton, Ontario for City Hall security services for the remainder of 1998 through to and including 2001, this being the lowest of six tenders received in accordance with the specifications issued by the Purchasing Division, Ref: C2-398; and,
- (b) That the annual expenditure (approx. \$50,000) be financed from account CH 56333 31102 City Hall - Security.

*R.L. Fair*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Based on the current service requirements, the annual amount is approximately \$50,000. This amount varies depending on special event requirements. The hourly rate tendered by Group 4 CPS Limited is \$10.25, \$10.46, \$10.67 and \$11.07 for 1998, 1999, 2000 and 2001 respectively. The total cost for the term noted above, including the fee for the Guard Confirmation System, is \$201,066 for Group 4 CPS Limited and \$203,186.40 for the next lowest tender submitted by RNR Security.

**BACKGROUND:**

The security requirements of City Hall are currently met through the use of an outside security firm who staff the building Monday to Friday from 8:00 a.m. to 12:00 a.m. and provide scheduled security patrols on weekends, statutory holidays and after hours (midnight to 8:00 a.m.).

In addition to building a grounds security, the qualified security guard on duty provides first response to first aid incidents for staff and the general public.

In response to the specifications issued by the Purchasing Division, six acceptable tenders were received. The attached spreadsheet provides the results of the tender. Although Group 4 CPS Limited has a slightly higher hourly rate than RNR Security, the monthly fee for the Guard Confirmation System is significantly lower. Over the course of the term, Group 4 CPS Limited is lower by approximately \$2,000.

RLF/rd

attch.

cc. R. Swan, Manager of Building Operations & Maintenance  
J. Krochak, Senior Buyer, Purchasing Division, Treasury Department

6.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 April 2

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Sale of easement for a Sanitary Sewer across the Chedoke  
Golf Course

**RECOMMENDATION:**

- (a) That a new interest bearing reserve "Reserve for Golf Course Improvement" be established for future development of Golf Course; and
- (b) That the proceeds from the sale of an easement in the amount of \$50,000 for a Sanitary Sewer across the Chedoke (Martin) Golf Course to Chedoke Terrace Inc. be credited to the new reserve "Reserve for Golf Course Improvement".



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

As above.

**BACKGROUND:**

Section 13(b) of the Third Report of the Parks and Recreation Committee, adopted by Council 1998 February 25 was referred back. It is recommended that new interest bearing reserve be created to accept any proceeds from the sale of easement for a sanitary sewer across the Chedoke Golf Course and any other capital donations. The fund for this reserve will be used for future Golf Course development.

NRA:jc

c.c. R. Fair, Director of Culture & Recreation  
V.J. Abraham, Director





8.

**REGION OF HAMILTON-WENTWORTH**  
**- RECOMMENDATION -**

**DATE:** 1998 March 30


**RÉPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. Nick Catalano  
Director

**SUBJECT:** Joint Partnership Agreement - Downtown - City of Hamilton and the  
Regional Municipality of Hamilton-Wentworth and the Hamilton Halton  
Home Builders Association  
ECO 98-015

**RECOMMENDATION:**

- a) That this report be received and forwarded to the Economic Development and Tourism Committee of the Region, for information purposes.

  
\_\_\_\_\_  
Nick Catalano, Director  
Office of Economic Development

### **FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

That the total cost allocation between the City of Hamilton and the Region of Hamilton-Wentworth is \$180,000. To date, approximately \$67,845 have been expensed leaving a total availability of \$112,155. The balance of the expenditures are anticipated to be generated over the next 4-6 months leading to a finished product in early October of 1998.

### **SUSTAINABLE DEVELOPMENT IMPLICATIONS:**

(Vision 2020, adopted by Regional Council as their vision for the future of Hamilton-Wentworth, embodies the concept of a sustainable community which is an equal balance of the economy, the environment, and social/health factors in all regional decision-making).

N/A

### **BACKGROUND:**

The Hamilton Halton Home Builders Association (HHHBA) has focused their efforts in the following areas:

1. Engineering Infrastructure

In consultation with the firm of A.J. Clark and Associates Limited work commenced on December 8, 1997 in identifying the entire infrastructure capabilities of the area defined as the Downtown Core (water, sewer, hydro, gas etc.). Approximately 20% of that work has been completed to date and ultimately will provide the servicing capabilities of the entire downtown core infrastructure and the potential re-development capacities.

2. Property Identification

In conjunction with co-op students from Mohawk College a report identifying all of the properties in the defined downtown core area with respect to; Municipal Address, Present Owner, Zoning, Present Use, Approximate Size and Former Use for environmental considerations, has been provided and retained with the Office of the CAO, City of Hamilton for the perusal of members of Committee and Council.

3. Market Analysis and Research

Hendershot Consulting Inc., has been retained by the HHHBA to initiate a market survey addressing the following issues:

- a) Why do people live in the downtown core?
- b) What would attract people to live in the downtown core?
- c) Why do people come to the downtown core?
- d) What kind of housing is most attractive to living in the downtown core?
- e) What is the price range of the identified housing?
- f) Ownership versus rental
- g) Amenities required (existing and future)

The research encompasses 32 specific questions aimed at identifying the type, quality, mix, size and price range that the HHHBA can take to its membership for potential opportunities in residential development in the downtown core.

4. Archetectual Planning

Planning initiatives was retained by the HHHBA in early December of 1997 to initiate conceptual designs for existing structures (retrofit) and new structures; focusing on townhouses, stack townhouses, lofts, 1 & 2 bedroom units and facade integrity in maintaining the downtown core's history.

Analysis

Staff of the Office of Economic Development have been designated as the contact person for this agreement and meets with the HHHBA Executive Committee on a by-monthly basis to monitor progress and facilitate a reporting structure to the Finance and Administrative Committee and Council of the City of Hamilton. It also provides input into the process, to ensure that the ultimate product is to the satisfaction of the HHHBA and both the City and Regional Councils. Equally important is producing a document that has development capability and profit potential to members of the HHHBA to invest in residential developments in the downtown core.

NMC/sdb





**CONSENT AGENDA**

**FINANCE AND ADMINISTRATION COMMITTEE**

**Tuesday, 1998 April 7th**

**1:30 o'clock p.m.**

**Room 233, City Hall**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Minutes of the regular meeting held on Tuesday, 1998 March 24th

**B. COMMISSIONER OF PUBLIC WORKS AND TRAFFIC**

Purchase of one (1) 5 Gang Sports Field Mower, one (1) 4 Wheel Turf Truckster and the replacement of one (1) 5 Gang Sports Field Mower Unit 0109, Fleet Services

**C. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items



Tuesday, 1998 March 24  
1:30 o'clock p.m.  
Room 233, City Hall

A.

**The Finance and Administration Committee met.**

**Present:** Alderman D. Wilson, Chairman  
Alderman D. O'Sullivan, Vice-Chairman  
Alderman M. Caplan  
Alderman A. Horwath  
Alderman D. Haining  
Alderman C. Collins  
Alderman B. Charters  
Alderman B. Kelly

**Regrets:** Mayor Robert M. Morrow - City business

**Also Present:** J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
P. Noé Johnson, City Solicitor  
J. Schatz, City Clerk  
Fire Chief W. Shoemaker  
D. Lobo, Commissioner of Public Works and Traffic  
M. Watson, Real Estate, City Clerk's Office  
S. Dembe, City Clerk's Office  
M. Mascarenhas, Housing, Building Department  
N. Catalano, Director of Economic Development  
S. Reeder, Secretary

**A G E N D A**

**1. DELEGATION - Frances Oommen, President, The Council of Canadians (Hamilton Chapter) re: the Multilateral Agreement on Investment (MAI).**

The Committee was in receipt of correspondence from The Council of Canadians dated 1998 March 15, respecting the above noted matter.

Following some discussion by the Committee, the following motion was approved:

That the following resolution respecting the Multilateral Agreement on Investments be approved:

WHEREAS the Federal Government is in the process of negotiating the Multilateral Agreement on Investments with the 29 wealthiest countries in the world with the intention of having a signed agreement by 1998 September; and,

WHEREAS concerns about the agreement have already been raised by 565 organizations, with representatives in 70 countries around the world; and,

WHEREAS the citizens of the City of Hamilton have had little access to information and informed debate on the Multilateral Agreement on Investments, from the federal government, and the mainstream media on its implications locally, provincially, federally and globally;

THEREFORE BE IT RESOLVED that the Corporation of the City of Hamilton urge the Government of Canada to suspend negotiations on the Multilateral Agreement on Investments until it has consulted more widely and in depth with the people of Canada, especially and including, the soliciting of detailed responses from municipal councils and their citizens; and further,

That the appropriate City staff prepare a report on the implications of this Agreement on municipal government; and further,

That a copy of this resolution be sent to local M.P.'s, the Federation of Canadian Municipalities and the Association of Municipalities of Ontario.

2. CONSENT AGENDA

The Committee was in receipt of its Consent Agenda, and approved the following:

A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE

The Committee was in receipt of the minutes of its regular meeting held on Tuesday, 1998 March 3rd, and the minutes of the special meeting held on Tuesday, 1998 March 10th. The Committee approved these minutes as circulated.

B. REFERRALS FROM OTHER COMMITTEES - Financing - City's share of Servicing - Brigadoon Park

The Committee was in receipt of a report from the Treasurer dated 1998 March 16, respecting the above noted matter, and approved the following:

That as referred to in Section 24 of the 5th Report for 1998 of the Transport and Environment Committee, approved by City Council on 1998 March 10th, the City's share of "Brigadoon Park" servicing at a cost of \$186,754.58 be financed from Centre No. CH 00212 "Reserve for Development Charges".

C. CITY SOLICITOR

(i) Addition of "rate payer" to Property Standards By-law 94-185

The Committee was in receipt of a report from the City Solicitor dated 1998 February 26, respecting the above noted matter.

The Committee directed that the By-law to Amend By-law No. 94-185 respecting the Property Standards By-law, attached to the report, be forwarded to City Council for enactment.

(ii) A By-law to eliminate the Parking Authority for the City of Hamilton and that City Council assume the responsibility for all Parking Authority Administration and Operations

The Committee was in receipt of a report from the City Solicitor dated 1998 March 17, respecting the above noted matter.

The Committee directed that the By-law to Repeal By-law No. 8131 respecting the Parking Authority of the City of Hamilton, attached to the report, be forwarded to City Council for enactment.



D. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE - Information Items

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1998 March 18th, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Information Report - Mayor Morrow - City of Hamilton response to areas of Eastern Ontario and Quebec - report dated 1998 February 19th
- (b) Correspondence - The Effort Trust Company - The Fair Municipal Finance Act - letter dated 1998 March 5th
- (c) Memorandum - Chief Administrative Officer - Hamilton Harbour Commissioners and CN Waterlots - memo dated 1998 March 4th
- (d) Correspondence - Minister of Municipal Affairs and Housing - Local Housing Authority Boards - letter dated 1998 February 16th
- (e) Correspondence - The Premier of Ontario- acknowledgement and referral of City's resolution for Provincial funding for the Long-Term Medical Surveillance Programme - Plastimet Fire.
- (f) Memorandum - City Treasurer - Availability of CVA Assessment Values on Taxation/Assessment System - memo dated 1998 March 16th

REGULAR AGENDA

3. MAYOR ROBERT M. MORROW - Co-sponsorship of a Hot Spot segment which will feature the City of Hamilton in the television series "Family Treasures".

The Committee was in receipt of a report from the Mayor dated 1998 March 17, respecting the above noted matter.

The Committee approved the following:

- (a) That the City of Hamilton accept the offer of Deveau Babin Productions to host a Hot Spots segment featuring the City in one part of its new series Family Treasures; and,
- (b) That funding in the amount of \$2,675. (\$2,500. plus \$175. GST) for this expenditure be derived from Unclassified Centre 24201.

4. CHIEF ADMINISTRATIVE OFFICER - 1998 - 2007 Capital Budget - Hamilton Downtown Partnership

The Committee was in receipt of a report from the Chief Administrative Officer dated 1998 March 13, respecting the above noted matter.

The Committee discussed this recommended funding process, and agreed that the funding for the Hamilton Downtown Partnership should not be funded from the capital budget as recommended, but rather that it should be included in the current budget for funding spread out over the next five years and that this current budget project be reviewed by the Corporate Management Team for consideration by the Committee of the Whole and City Council.

During discussion by the Committee, emphasis was placed on the need for commitments for private partnerships to be in place for downtown revitalization.

5. CITY CLERK

(a) Tender of Licence Agreement to allow the leasing of Advertising Billboards on City of Hamilton Lands

The Committee was in receipt of a report from the City Clerk dated 1998 March 13, respecting the above noted matter, and approved the following:

- (a) That the City of Hamilton enter into a Licence Agreement for the five (5) advertising billboards (11 poster panels) with Gould Outdoor Advertising, for the period commencing 1998 June 1 to 2003 May 31, at a rental rate of \$7,100 per poster panel, totalling \$78,100, plus realty taxes for the first year 1998 June 1 to 1999 May 31. On 1999 June 1, a yearly increase of 3% will take effect respectively and revenue from these locations be credited to Account No. CH 44104 31106 (Civic Properties Rented - Rentals); and,
- (b) That the current Lease Agreement with Mediacom Inc. be terminated effective 1998 April 30; and,
- (c) That the City Solicitor be authorized and directed to prepare the necessary Licence Agreement for these locations with Gould Outdoor Advertising and the necessary termination documents for Mediacom Inc.; and,
- (d) That the Mayor and City Clerk be authorized and directed to execute the Licence Agreement.

(b) Requested Information Report - Mandates and composition of the Sub-Committees of the Finance and Administration Committee

The Committee was in receipt of an information report from the City Clerk dated 1998 March 16, respecting the above noted matter, and agreed to receive this document for information purposes.

(c) Appointment of Members - Hamilton Status of Women Sub-Committee

The Committee was in receipt of a report from the Acting City Clerk dated 1998 March 9, respecting the above noted matter.

Discussion ensued with respect to the sub-committee, and it was agreed that the listing of 15 applicants be appointed to the sub-committee for a one year term to expire 1999 March 31st. It was also agreed that Alderman M. Caplan, Alderman A. Horwath and Alderman M. Kiss would hold discussions on the future role of the Sub-Committee.

With respect to the appointment of members to the Hamilton Status of Women Sub-Committee, the following information was forwarded to City Council:

For the information of City Council, the Finance and Administration Committee have made the following appointments to the Hamilton Status of Women Sub-Committee for a term to expire 1999 March 31:

Alderman M. Kiss  
Zaitoon Adatia  
Jeanne M. Bernard  
Antonella Bifano  
E. Petra Cooke  
Alison Diamond

Kathryn M. Gamble-Lerchner  
Julie Gordon  
Vickie Houston  
Joan MacDonald  
Sherry MacIsaac  
Deborah Miller  
Joanna Stott  
Irene Sushko  
Cathy Wellwood  
Mark Alan Whittle

(d) **Requested Information Report - Model Tobacco Control By-law**

The Committee was in receipt of an information report from the City Clerk dated 1998 March 19, respecting the above noted matter.

Discussion ensued with respect to this matter with respect to enforcement of the by-law and implementation plans.

The Committee approved the following:

- (a) That a By-law respecting Smoking in Public Places and the Workplace, to come into force on 1998 August 1, be approved in principle; and,
- (b) That an Implementation Committee consisting of Alderman M. Caplan, Alderman C. Collins, Alderman D. Wilson, Alderman B. Kelly and Alderman D. Haining be established to report back to the Finance and Administration Committee in one month's time.

6. **CORRESPONDENCE**

**The Hamilton Harbour Commissioners - letter dated 1998 March 16th**

The Committee was in receipt of letters from the Hamilton Harbour Commissioners dated 1998 March 16 and 1998 March 18th respecting the City's request for financial information.

Brian Hinkley, the City's representative on the Hamilton Harbour Commission was in attendance with respect to the request of City Council approved on 1998 March 10th as follows:

- (b) That the City's representative to the Hamilton Harbour Commission be requested to provide the City with the Commission's Proposed Perimeter Road Plan for review by the City's Finance and Administration Committee at its 1998 March 24th meeting.

In this regard, Mr. Hinkley circulated copies of motions he had presented to the Hamilton Harbour Commission. He indicated that none of his motions were seconded. These motions reflected the following issues:

- Beach Community Residents
- the City's Audit
- the Capital Budget
- the Operating Budget
- the Perimeter Road
- the Sesquicentennial donation.

Considerable discussion ensued with respect to these issues and the City's frustration with the Hamilton Harbour Commission. In this regard, the Committee approved the following:

That all area M.P.'s and the Hamilton Harbour Commissioners be invited to attend a meeting with the Committee of the Whole to discuss matters pertaining to the Hamilton Harbour.

That the City Solicitor be authorized and directed to prepare a motion for the Courts to enforce the process established by the Walsh decision requiring production of information by the Hamilton Harbour Commissioners to the City's appointed Chartered Accountant.

7. **IN CAMERA AGENDA**

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session, and approved the following:

BB. **CITY SOLICITOR AND COMMISSIONER OF PUBLIC WORKS AND TRAFFIC - City of Hamilton -ats- Psarakis; Ontario Court (General Division) Action #10206/95**

- (a) That the City resolve Ontario Court (General Division) Action # 10206/95 by the payment to the Plaintiff, Anthanasios Psarakis, the sum of \$9,500 inclusive of all claims for damages, interest and costs; and,
- (b) That the Plaintiff be required to execute a Full and Final Release in a form satisfactory to the City Solicitor; and,
- (c) That the Ontario Court (General Division) Action # 10206/95 be dismissed without costs.

CC. **CITY CLERK - Sale - Municipal Parking Lot - 11 Cheever Street**

- (a) That an Offer to Purchase 11 Cheever Street for the price of \$40,000, executed by F. Agostino, dated 1998 March 9, be accepted. The said land has a frontage along the westerly limit of Cheever Street of 23.37 metres (76.68 feet) more or less, a depth of 30.25 metres (99.24 feet) more or less and having an irregular shape, comprising a total area of 702.29 square metres (7,559.72 square feet) more or less, being Lot 39 and part of Lot 40, Registered Plan No. 10, said transaction scheduled to close on or before 1998 November 6. Funds derived from this sale less commission be credited to Account Centre CH 00202 (Parking Authority Offstreet Reserve); and,
- (b) That it be understood and agreed that:
  - (i) This Offer is conditional until the closing date upon the purchaser, at his own cost and expense making application for and obtaining the re-zoning of said property to "D" to permit 3 to 4 residential lots; and,
  - (ii) The Vendor permits the submission by the Purchaser of a re-zoning application and agrees to execute such documentation necessary in connection with the said re-zoning; and,
  - (iii) The Purchaser acknowledges and agrees that the Vendor's permission to the application does in no way fetter the City's authority to approve or deny the application; and,
  - (iv) If the required re-zoning set out in paragraph (i) above has not been completed by the date of closing set out herein, this Offer to Purchase shall be null and void and the deposit shall be returned by the Vendor to the Purchaser without interest and the Vendor shall not be liable for any damages or costs; and,



- (v) As the above-noted condition is for the benefit of the Purchaser, the Purchaser may at any time prior to the closing date, at its option, by written notice, waive the benefit of this condition and proceed to close the transaction without having obtained said re-zoning; and,
- (c) That the required deposit cheque in the amount of \$4,000 be held by the City Treasurer pending Council approval; and,
- (d) That it is understood and agreed that the Vendor upon completion of this transaction will pay a real estate commission on the basis of 5% of the purchase price to Homelife State Realty Ltd., whose agent Agostino Ammendolia acted in this matter; and,
- (e) That the City Clerk be authorized and directed to execute and issue a Certificate of Compliance in the form prescribed pursuant to Section 193 of the Municipal Act incorporating the following:
  - (i) Satisfactory notice has been given to the public of the intended sale; and,
  - (ii) an appraisal of the fair market value of the real property intended to be sold was received on 1998 March 24.

**DD. DIRECTOR OF CULTURE AND RECREATION AND COMMISSIONER OF HUMAN RESOURCES - I.O.U.E. Local 772 - Memorandum of Agreement**

That the Memorandum of Agreement between the Corporation of the City of Hamilton and the I.O.U.E. Local 772, entitled "Final Offer", covering the period 1997 August 1 to 1999 July 31, be approved and implemented.

**ADDED - CHIEF ADMINISTRATIVE OFFICER AND COMMISSIONER OF PUBLIC WORKS AND TRAFFIC - Severance Funding**

- (a) That the Chief Administrative Officer and the Commissioner of Public Works and Traffic proceed with the elimination of 9 positions in the Public Works and Traffic Department, in accordance with the parameters in the City of Hamilton's Severance Policy; and,
- (b) That the Chief Administrative Officer and the Commissioner of Public Works and Traffic be authorized to approve related expenditures for entitlements and for severance payments and bridging, as governed by the severance policy of the City in the estimated amount of \$1,285,000.; and,
- (c) That funding recommendations for costs related to corporate restructuring in 1998 be brought forward to Committee and Council as part of the 1998 Current Budget deliberations.

**ADDED - ALDERMAN M. CAPLAN - MAINTENANCE OF CITY-OWNED PROPERTIES**

Alderman Caplan circulated a letter to the Committee from himself as Chairman of the B.I.A. Co-Ordinating Committee respecting maintenance of City-owned properties. Alderman Caplan spoke to this matter with particular reference to the condition of property in the downtown - 89-91 King Street East as well as the need to enforce the City's Property Standards By-law in the Downtown.

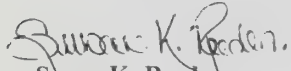
Considerable discussion ensued on this matter, and the Chief Administrative Officer indicated that he would bring back a report to the Committee.

9. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN D. WILSON, CHAIRMAN  
FINANCE AND ADMINISTRATION COMMITTEE

  
Susan K. Reeder  
Secretary  
1998 March 24

B.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 March 27

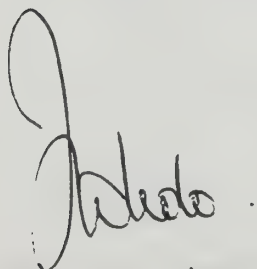
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. D. Lobo  
Commissioner of Public Works and Traffic

**SUBJECT:** Purchase of one (1) 5 Gang Sports Field Mower,  
one (1) 4 Wheel Turf Truckster and the replacement of one (1)  
5 Gang Sports Field Mower Unit 0109, Fleet Services

**RECOMMENDATION:**

That a purchase order be issued to G.C. Duke Equipment Ltd., Burlington, in the amount of \$132,307.00, including volume order discount and all applicable taxes being the lowest total acquisition cost meeting specifications of four tenders received in accordance with specifications issued by Purchasing and Vendor's tender. This purchase includes one (1) 5 Gang Sports Field Mower to be financed through T. B. McQueston Park Development, Capital Funds account No. CF 629254005 as approved by City Council March 18, 1997, and one (1) replacement, 5 Gang Sports Field Mower to be financed through the Reserve for Mobile Equipment Account pending the approval of the 1998 Capital Funds. The 4 Wheel Turf Truckster to be financed through the Turner Park Development Phase 11, Capital Funds account No. CF 629754034 as approved by City Council March 18, 1997.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

There would be a savings to the Corporation by purchasing these items in a timely fashion to coincide with the peak lawn maintenance season thereby preventing additional maintenance expenses that are required to existing equipment.

**BACKGROUND: Tender Analysis**

	5 Gang Mowers	4 Wheel Truckster
Crossroads, Jerseyville	No Bid	\$10,920.69*
Duke Equipment, Burlington	\$56,925.00	18,975.00
Turf Care Products, Newmarket	No Bid	21,275.00
Ontario Turf Equipment, London	53,871.55**	27,283.00

\* The 4 Wheel Truckster bid by this company does not meet specifications. Crossroads Equipment offered a utility vehicle that is not in the same classification as the unit required thereby not meeting minimum specifications in several areas including, but not limited to, the following:

- unit offered has a payload of only 1200 lbs., the minimum acceptable is 2000 lbs.
- the dump box does not meet any of our requirements in size or type
- the drive system requested included a high and low range for various working conditions which is not available on this unit

\*\* The 5 Gang Sports Field Mower bid by this company does not meet specifications. The mower was specified as a 5 gang rotary type with mulching and striping capability that is necessary for sports fields. The unit offered is a 3 gang rotary type mower that does not have these features.

This tender included the option that allowed the Corporation an opportunity to purchase more than one unit in each classification, with a volume discount. By purchasing a quantity of two 5 Gang Sports Field Mowers, there is a savings of \$5,520.00  
The unit being replaced will be disposed of at a future auction.

DM/DL

cc: C. Guthro, Manager of Fleet Services  
C. Rendell, Senior Buyer, Purchasing  
D. Manningham, Vehicle Acquisition Officer  
L. Barker, Administrative Co-ordinator



# CITY OF HAMILTON

## -RECOMMENDATION-

**DATE:** 1998 April 3rd

**REPORT TO:** Alderman D. Wilson, Chairman & Members,  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary,  
Finance and Administration Committee

**SUBJECT:** Information Items

### RECOMMENDATION:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Information Report - City Clerk - Ontario Hydro's Appointee on the Hamilton Hydro-Electric Commission - report dated 1998 March 20th
- (b) Information Report - Treasurer - Sale of Tax Arrears Properties - report dated 1998 March 24th
- (c) Minutes - Hamilton Status of Women Sub-Committee - meeting held Monday, 1998 March 2nd
- (d) Minutes - Hamilton Status of Women Sub-Committee - meeting held Monday, 1998 February 2nd

### FINANCIAL/STAFFING/LEGAL IMPLICATIONS:

N/A

### BACKGROUND:

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.





**NOTICE OF MEETING**

**FINANCE AND ADMINISTRATION COMMITTEE**

Tuesday, 1998 April 21st  
1:30 o'clock p.m.  
Room 233, City Hall

Susan K. Reeder, Secretary  
Finance and Administration Committee

**AGENDA**

1. **CONSENT AGENDA**

2. **CHIEF ADMINISTRATIVE OFFICER**

Update - Walkway - Farmers Market and Eatons Centre (copy to follow)

3. **CHIEF ADMINISTRATIVE OFFICER AND DIRECTOR OF PLANNING AND DEVELOPMENT**

Terms of Reference - Social and Economic Impact Study for Charity Gaming Clubs

4. **CITY CLERK**

- (a) Deadline for Accepting Offers to Purchase on Surplus City Land
- (b) Selection of Real Estate Brokers to sell surplus City Commercial and Industrial Properties





5. **TREASURER**

- (a) Plastimet Legal and Insurance Adjusting Fees
- (b) Reimburse Hamilton Habitat for Humanity from the proceeds of the sale of 11 Arthur Avenue South

6. **REFERRAL BACK FROM CITY COUNCIL**

Purchase of one (1) 5 Gang Sports Field Mower, one (1) 4 Wheel Turf Truckster and the replacement of one (1) 5 Gang Sports Field Mower Unit 0109, Fleet Services

7. **IN CAMERA AGENDA**

8. **OTHER BUSINESS**

9. **ADJOURNMENT**



3.

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 April 14  
(CI 96-G)

**REPORT TO:** Susan Reeder, Secretary  
Finance and Administration Committee

**FROM:** V. J. Abraham, M.C.I.P., R.P.P.  
Director of Planning and Development

J.G. Pavelka, P.Eng.,  
Chief Administrative Officer

**SUBJECT:** Terms of Reference - Social and Economic Impact Study  
for Charity Gaming Clubs

**RECOMMENDATIONS:**

- A) That approval be given to the Terms of Reference for the Social and Economic Impact Study for Charity Gaming Clubs, attached as APPENDIX "A"; and,
- B) That the Region of Hamilton-Wentworth consider funding the \$20,000 cost for the Social and Economic Impact Study for the Charity Gaming Clubs since Charity Gaming Clubs have region wide implications.

*Joanne Kickey Evans*

*J.G. Pavelka*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Cost of up to \$20,000 will be required to outsource this study.

**BACKGROUND:**

The Finance and Administration Committee requested that a Terms of Reference for a Social and Economic Impact study for Charity Gaming Clubs be prepared. Appendix "A" contains a suggested Terms of Reference. Before the study outline can be sent out as a request for proposal, the following questions need to be clarified to ensure the consultant has an accurate picture of the purpose and scope of this study.

- **What is the purpose of the study?**

- a) Is it to request the Province to finance programs to deal with any potential impacts from these facilities?

There are existing programs that deal with gambling problems such as Gamblers Anonymous. It is our understanding the province will be donating 2% of the VLT's proceeds to programs dealing with "problem gamblers".

Other issues that have been raised include the potential loss of revenue for charities that receive monies from Nevada tickets, bingos, etc.

- b) Is it to understand the costs and opportunities associated with Charity Gaming Clubs?

The study can be structured in such a way as to identify both the costs and opportunities of these facilities without drawing any particular conclusions.

- **Are the impacts to be identified for the downtown area, the City or the Region of Hamilton-Wentworth?**

Impacts can be defined for the downtown area or be as large as the Region of Hamilton-Wentworth. If this use is to locate in Hamilton, it would be restricted to the downtown core.

Staff's opinion that impacts should be considered for the City as a whole because limiting the impacts to the downtown area, especially social impacts, would not reflect the true picture of the costs and opportunities of charity gaming clubs.

APPENDIX "A" contains a suggested Terms of Reference for the above noted study. Changes may be required to this document as a result of the Committee discussion.

## **FUNDING FOR THE STUDY**

Charity gaming Clubs has region wide social and economic implications. In this regard, it is appropriate for the Region to fund this study.



**CONCLUSION:**

It would be appropriate for the Finance and Administration Committee to provide answers to the above noted questions, so the Terms of Reference for the Social and Economic Impact study are clear prior to the consultant undertaking the study.

JHE

c:\c\ci96gout.lin

# **TERMS OF REFERENCE**

## **SOCIAL AND ECONOMIC IMPACTS FOR CHARITY GAMING CLUBS THE CITY OF HAMILTON**

## WHY ARE WE DOING THIS STUDY?

Concerns have been raised by the City with respect to the establishment of permanent charity gaming club(s). The Finance and Administration Committee, at its meeting of January 20, 1998 heard a delegation on the issue of charity gaming clubs. The Committee recommended that:

- "a) the Province be advised that the City of Hamilton is opposed to the establishment of permanent charity gaming clubs (charitable casinos); and,
- b) **staff be authorized and directed to bring back a Terms of Reference for a study on the social and economic impact of a casino operation in the City of Hamilton."**

City Council, at its meeting of January 27, 1998, approved an amended resolution to the Finance and Administration Committee to include:

- "c) staff prepare a by-law prohibiting the installation of electronic gaming machines; and,
- d) this by-law be presented to the next Finance and Administration Committee"

## BACKGROUND:

It is a widely held view that casinos generate both social/economic costs and opportunities of the community in which it is located. Because of this view, many studies have been conducted in the United States and abroad, as well as Canada identifying those impacts. Many of the studies deal with large casinos, such as the ones in Niagara and Windsor.

- Differences between Casinos and Charity Gaming Clubs
  - **casinos** are on a larger scale (i.e. Niagara, Windsor) and have a permanent site and are run 24 hours a day. There are several different games of chance including roulette wheel, slot machines, card games (i.e. blackjack), Wheel of Fortune. They are regulated by the Province (Minister of Trade, Economic Development, Trade and Tourism) through the *Ontario Casino Corporation*.
  - **charity gaming clubs** are the newest form of gambling location. There will be a permanent site for this use which will operate 24 hours a day.

Video lottery terminals will be permitted in conjunction with the charity gaming club facility. The facility is expected to have a maximum of 40 table games and 150 VLT's and is approximately one tenth the size of the Niagara type casinos.

The differences in the operation between a "casino", "charity gaming clubs" and a "monte carlo event" are the duration of the event, the location of the use, the type of games played, the use of slot machines or VLT's, betting limits, number of table games and/or machines and the provincial regulations. **Charity gaming clubs are one tenth the size of provincially run casinos.**

- Ontario Experience

On November 19, 1996, Bill 75 - The Alcohol, Gaming and Charity Funding Public Interest Act received Royal assent. The Act merged the Liquor Licence Board of Ontario, the Gaming Commission of Ontario and some regulations under the Liquor Control Board of Ontario to form a new Commission titled the Alcohol and Gaming Commission.

The two most notable issues raised by the introduction of Bill 75 are: the introduction Video Lottery Terminals (VLT's) and the phasing out of temporary Monte Carlo events and the replacement with 44 permanent charity gaming clubs throughout the Province. The Province states:

*"The Charity Gaming Club initiative is intended to address limitations and deficiencies that inhibit effective, efficient regulation of the gaming activity represented by the existing "roving" monte carlo events." (excerpt from Request for Proposal - Charity Gaming Club Project)"*

This new Commission (once Bill 75 is proclaimed) also will control video lottery terminals. The Act defines it as follows:

*"Video Lottery' means a lottery scheme conducted and managed by the Corporation and operated on or through a video lottery terminal;"*

*"Video Lottery Terminal' means a machine or device that allows a person to play a lottery scheme upon payment of money where that play may result in the receipt of a credit that can be redeemed for further play or money."*

VLT's will be permitted in conjunction with the permanent charity gaming club. The Province is still reviewing the possibility of allowing them in hotels, restaurants, etc on a stand alone basis.



On February 17, 1997, the Province indicated there would be 44 charity gaming clubs within the Province and potentially, there are three sites within the Hamilton/Burlington/Oakville area.

- Zoning Regulations

By-law No. 97-073 was passed by City Council, at its meeting of April 23, 1997:

- to define the terms "charity gaming clubs", "table games" and "video lottery terminals";
- to permit a "video lottery terminal" only in conjunction with "charity gaming club"; and,
- to permit the above uses within the following zoning districts:
  - "I" (Central Business) District;
  - "CR-3" (Commercial-Residential) District
  - "H" (Community Shopping and Commercial, etc.) District;
  - "HI" (Civic Centre Protected) District; and,
  - "J" (Light and Limited Heavy Industrial) District.

that are within the downtown district **only**.

- Building Permits

A building permit has been issued for a site in Jackson Square. In addition, there are two additional sites where building permit applications have been received but no permits have been issued to date.

- Focus of the Study

The social impacts are generally identified as having negative rather than positive impacts on the community. Most of the concerns centre around the effects that gambling, particularly problem gambling has on the family, the cost to the health care system, the cost to business community in terms of lost productivity,

Economic impacts have been both positive and negative in terms of the spinoff effects in the local community as well as the larger community.

## TERMS OF REFERENCE

**PURPOSE:** The purpose of the study is determine what social and economic impacts on the community of Hamilton and Hamilton-Wentworth result from a permanent charity gaming club.

**OBJECTIVES:** For the purposes of this study, "community" is defined in general terms and includes both people and businesses.

The objective of the economic impact statement is outline what economic opportunities and costs are for groups such as the City, local businesses, charities and people.

The social impact component will look at the social opportunities and costs, with particular emphasis on residents of the City and the clients of the charity gaming club.

**QUESTIONS TO BE ANSWERED** What are the economic opportunities and costs to both the City as a whole and the downtown area? More specifically,

- *Jobs:* number of jobs created, where and what type?
- *Tourism:* Do charity gaming clubs increase the potential number of tourists in the City/Hamilton-Wentworth?
- *Other entertainment facilities* With the introduction of another form of entertainment, what would the impact be on other entertainment facilities (i.e. Copps, Theatre, Convention Centre, etc.)?
- *Business Growth:* Do new types of businesses within the community establish as a result of the charity gaming clubs?
- *Local Businesses:* Are there economic spinoffs for the businesses (i.e. hotels, restaurants) in the surrounding area?
- *Local Charities:* Without the benefit of charity gaming clubs how do the charities raise money and what would be the losses? What are the impacts on other gambling activities (i.e. bingos, nevada tickets)

- *Municipal Costs:* What are the costs to the municipality for such services as policing, lighting, etc.?

**What are the social costs to the City? More specifically,**

- *Availability of Gambling:* Does the availability of gambling have an increase on the number of pathological gamblers (i.e. problem gamblers) ?
- *Impacts on families:* What are the impacts on the families, friends etc. by gamblers?
- *Cost to the Health Care System:* What is the cost to the health care system for treating gamblers?
- *Increase in crime:* Does the presence of a gambling establishment increase the amount of crime in the City and in particularly the downtown area? Are there new types of crime introduced into the community?
- *Impact on Surrounding Area:* What are the impacts in terms of noise, traffic etc. on adjacent areas?

#### **WHAT RESOURCES ARE NEEDED**

A review of the current literature dealing with small casinos, socio economic profile of gamblers, frequency of gambling, per capita expenditures, age of person spending money in casinos in relation to all gambling forms, crime rates should be undertaken. In addition, a survey of what other municipalities are doing would be important.

#### **WHO SHOULD DO THE STUDY**

The study should be undertaken by a consultant that has expertise in the area of economic and social impact. Alternatively, an agency, such as the Social Planning and Research Council, in conjunction with McMaster University, may do this study. The Planning and Development Department, does not have the in house expertise, nor is it likely other Departments do.

#### **WHO IS THE CITY LIAISON**

The Planning and Development Department could coordinate the completion of the study with assistance from such other Departments as Regional Community Services, Economic Development and/or the Health Department.

**TIMING**

The anticipated time for completion could be 6 months to a year depending on the expertise of the consultant and the complexity of the study.

**COST**

Estimated to be about \$20,000.



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

4. (a.)

**DATE:** 1998 April 8

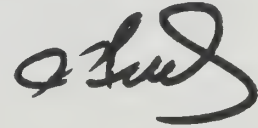
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Deadline for Accepting Offers to Purchase on Surplus City Land

**RECOMMENDATION:**

That the deadline for receiving Offers from the public for the purchase of surplus City land be 12:00 p.m. on the day preceding the scheduled report submission date of the Committee having jurisdiction over the lands being sold.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:** N/A

**BACKGROUND:**


On March 1997 City Council adopted a recommendation to select three (3) private real estate brokerage firms to sell the City's surplus commercial and industrial property. With the more frequent use of private brokerage firms it is an opportune time to reaffirm long standing municipal procedures with respect to the submission of Offers to Purchase for Committee and Council consideration.

In the past there has been some confusion by private sector brokers as to the final submission deadline for the presentation of Offers. This has particular importance for the sale of City properties since the structured Committee scheduling can easily cause a lapse of well over a month to pass between receipt of an Offer by staff and final Council approval. During this period the property is still considered "available" by some brokers. In fact, real estate brokers

who are members of the Canadian Real Estate Association (CREA) and the Hamilton-Burlington and District Real Estate Board (HBDREB) are obligated by the terms of their by-laws and regulations to submit every written Offer. In theory, until Council formally accepts an Offer, multiple additional Offers could be "walked" onto Council. Consideration of such Offers would by necessity be of an ad hoc nature without staff recommendation as to merit.

To avoid the problem of "walk-ons" the present practice has been to establish an administrative deadline after which no further Offers will be entertained. The best date administratively is the latest date that will enable staff to prepare a report to meet scheduled Committee agenda deadline. This is recommended as being 12:00 p.m. on the day before the scheduled Committee agenda deadline. Should other prospective purchasers wish to submit Offers after this time they will be asked to wait until the staff recommendation has been dealt with by Committee and Council.

Although this practice has been in place for many years and has met with both public and administrative acceptance, Council has never formally adopted the process. To clarify the process for the City's private sector real estate brokers we are proposing that Council now adopt a formal deadline for accepting Offers.

 RAB/nw  
c.c. J. G. Pavelka, P. Eng., Chief Administrative Officer

4. (b.)

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 April 8

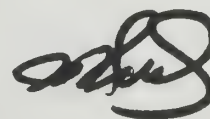
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Selection of Real Estate Brokers to sell surplus City  
Commercial and Industrial Properties

**RECOMMENDATION:**

- (a) That Blair, Blanchard, Stapleton Limited, Chambers & Company Limited, John W. Harvey Real Estate Limited, and Star Real Estate Limited be retained to provide real estate brokerage services to sell surplus City commercial and industrial properties for a two (2) year term expiring 2000 April 30; and,
- (b) That the Manager of the Real Estate Division, City Clerk's Department be authorized and directed to sign the Multiple Listing Agreement for each surplus commercial/industrial property to be listed.



**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The cost of retaining brokerage firms to sell the anticipated inventory of surplus City commercial/industrial properties over the two (2) year period is estimated to be \$75,000. Staff time in showing the properties will be reduced and transactions can be expected to close sooner.

**BACKGROUND:**


This past March all broker members of the ICI Division of the Hamilton-Burlington and District Real Estate Board (HBDREB) were solicited to submit proposals to sell the City's surplus commercial and industrial properties. Nine (9) proposals were received prior to the 1998 March 10 closing deadline. These proposals were rated on a number of criteria relating strictly to the industrial/commercial marketing capabilities of each brokerage firm. These criteria included local and national marketing exposure, reputation and experience, commission structure, presentation and marketing plan.

On the basis of the presentations received, we are recommending that the following four (4) brokerage firms be retained by the City to provide brokerage services for a two (2) year term ending 2000 April 30:

- (a) Blair, Blanchard, Stapleton Limited;
- (b) Chambers & Company Limited;
- (c) John W. Harvey Real Estate Limited;
- (d) Star Real Estate Limited.

These four (4) firms are well known and respected locally and have experienced commercial /industrial representatives. These firms will list the properties on the Hamilton-Burlington and District Real Estate Board, prepare specification sheets, advertise in on-going publications and brochures, install on-site signage, and, where necessary, will utilize national ICI networking and market exposure.

It is proposed that the initial inventory of surplus properties be allocated among the four (4) brokerage firms by lottery with additional properties being offered to each firm in rotation as they become available.

 RAB/nw  
c.c. J. G. Pavelka, P. Eng., Chief Administrative Officer



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5. (a.)

**DATE:** 1998 April 16

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Plastimet Legal and Insurance Adjusting Fees

**RECOMMENDATION:**

That the Chief Administrative Officer be authorized to approve for payment legal and insurance adjusting costs related to the City's defence against claims arising out of the Plastimet Fire.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

*Allan C. Ross*

See below.

**DISCUSSION:**

Claims against the City have been launched or are pending related to the Plastimet fire of July 1997. The City's comprehensive liability insurance coverage carries a deductible of \$500,000. As the actual and potential claims exceed that amount, the City's defence to these claims has been assumed by the City's insurance carrier, Royal Insurance. Legal representation and insurance adjusting services have been retained by the insurance company. Costs for that legal representation and those insurance adjusting services will, however, be the responsibility of the City up to an amount equal to the \$500,000 deductible.

Adjusting costs and other costs related to claim settlement are normally approved for payment by the staff within the Public Works and Traffic Department who deal with insurance claims. Given the magnitude of the potential costs in this case, however, it was concluded that a different approvals mechanism was required.

It is proposed that submitted invoices will be reviewed by the appropriate Law Department and/or Public Works and Traffic Department staff and then forwarded on to the Chief Administrative Officer for approval prior to payment. Costs will be charged to the Damage Claims account within the Current Budget (as is the case for other insurance claim handling costs). In the event of an overexpenditure of that account, consideration would be given to funding the overrun within any overall corporate surplus or from the Reserve for Uninsured Losses, in keeping with regular funding practices.

c.c. J. G. Pavelka, Chief Administrative Officer  
P. Noé Johnson, City Solicitor  
D. Lobo, Commissioner of Public Works and Traffic

**CITY OF HAMILTON**  
**- RECOMMENDATION -**

5. (b.)

**DATE:** 1998 April 14

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Reimburse Hamilton Habitat for Humanity from the  
proceeds of the sale of 11 Arthur Avenue South

**RECOMMENDATION:**

That the City Treasurer be authorized to reimburse the Hamilton Habitat for Humanity as per their application dated April 2, 1998 from the proceeds of the sale of 11 Arthur Avenue South in the amount of \$5,696.87 for the sole purpose of assisting the organization to purchase 95 Mary Street North.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

An amount of \$18,000 was available from the proceeds of the sale of 11 Arthur Street South. This amount has been set aside in the Reserve for Property Purchase. The balance available for the Hamilton Habitat for Humanity for future consideration after this reimbursement is \$12,303.13.

**BACKGROUND:**

Section No. 10 of the TWENTY SECOND Report of the Finance and Administration Committee adopted by Council on 1995 September 26 outlined as follows:

- "10. (a) That the Director of Property continue to work with Hamilton Habitat for Humanity to obtain a suitable City lot for residential development purposes; and,
- (b) That the proceeds to be derived from the sale of 11 Arthur Avenue South be set aside for Hamilton Habitat for Humanity for the sole purpose of assisting the organization to purchase a lot upon which to erect a residential dwelling."

In a letter dated April 2, 1998 Hamilton Habitat for Humanity requested reimbursement of \$5,696.87 out of the segregated funds. A copy of the agreement of purchase and sale of 95 Mary Street North has been reviewed by the Real Estate Division of the City Clerk's Department to determine the amount, and the amount is being recommended for reimbursement.

NRA:jc

c.c. J. J. Schatz, City Clerk, Attention: Robin Lane  
Mr. Norm Westbury, Chairman, Hamilton Habitat for Humanity



6.

**OFFICE OF THE CITY CLERK**  
**MEMORANDUM**

\*\*\*\*\*

TO: Susan K. Reeder, Secretary  
Finance and Administration Committee

YOUR FILE:

FROM: Mr. J. J. Schatz  
City Clerk  
Office of the City Clerk

OUR FILE:  
PHONE: 546-2727

SUBJECT: Referral back - Purchase of one (1)  
5 Gang Sports Field Mower, one (1)  
4 Wheel Turf Truckster and the replacement  
of one (1) 5 Gang Sports Field Mower  
Unit 0109, Fleet Services

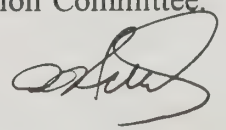
DATE: 1998 April 15

Please be advised that City Council, at its meeting held Tuesday, 1998 April 14th, referred back Section 1 of the Eleventh Report for 1998 of the Finance and Administration Committee as follows:

1. That a purchase order be issued to G.C. Duke Equipment Ltd., Burlington, in the amount of \$132,307, including volume order discount and all applicable taxes, being the lowest total acquisition cost meeting specifications of four tenders received in accordance with specifications issued by Purchasing and Vendor's tender. This purchase includes one (1) 5 Gang Sports Field Mower to be financed through T. B. McQueston Park Development, Capital Funds account No. CF 629254005 as approved by City Council 1997 March 18, and one (1) replacement, 5 Gang Sports Field Mower to be financed through the Reserve for Mobile Equipment Account pending the approval of the 1998 Capital Funds. The 4 Wheel Turf Truckster to be financed through the Turner Park Development Phase II, Capital Funds account No. CF 629754034 as approved by City Council 1997 March 18.

Would you please present this matter to the Finance and Administration Committee.

cc D. Lobo, Commissioner of Public Works and Traffic  
A. Ross, Treasurer



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

**DATE:** 1998 March 27

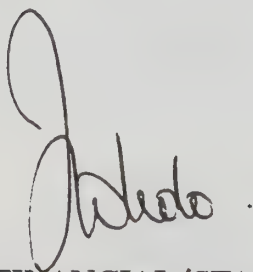
**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Mr. D. Lobo  
Commissioner of Public Works and Traffic

**SUBJECT:** Purchase of one (1) 5 Gang Sports Field Mower,  
one (1) 4 Wheel Turf Truckster and the replacement of one (1)  
5 Gang Sports Field Mower Unit 0109, Fleet Services

**RECOMMENDATION:**

That a purchase order be issued to G.C. Duke Equipment Ltd., Burlington, in the amount of \$132,307.00, including volume order discount and all applicable taxes being the lowest total acquisition cost meeting specifications of four tenders received in accordance with specifications issued by Purchasing and Vendor's tender. This purchase includes one (1) 5 Gang Sports Field Mower to be financed through T. B. McQueston Park Development, Capital Funds account No. CF 629254005 as approved by City Council March 18, 1997, and one (1) replacement, 5 Gang Sports Field Mower to be financed through the Reserve for Mobile Equipment Account pending the approval of the 1998 Capital Funds. The 4 Wheel Turf Truckster to be financed through the Turner Park Development Phase 11, Capital Funds account No. CF 629754034 as approved by City Council March 18, 1997.



App'd by Committee 1998 April 7  
referred back  
App'd by Council 1998 April 14

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

There would be a savings to the Corporation by purchasing these items in a timely fashion to coincide with the peak lawn maintenance season thereby preventing additional maintenance expenses that are required to existing equipment.

**BACKGROUND: Tender Analysis**

	5 Gang Mowers	4 Wheel Truckster
Crossroads, Jerseyville	No Bid	\$10,920.69*
Duke Equipment, Burlington	\$56,925.00	18,975.00
Turf Care Products, Newmarket	No Bid	21,275.00
Ontario Turf Equipment, London	53,871.55**	27,283.00

\* The 4 Wheel Truckster bid by this company does not meet specifications. Crossroads Equipment offered a utility vehicle that is not in the same classification as the unit required thereby not meeting minimum specifications in several areas including, but not limited to, the following:

- unit offered has a payload of only 1200 lbs., the minimum acceptable is 2000 lbs.
- the dump box does not meet any of our requirements in size or type
- the drive system requested included a high and low range for various working conditions which is not available on this unit

\*\* The 5 Gang Sports Field Mower bid by this company does not meet specifications. The mower was specified as a 5 gang rotary type with mulching and striping capability that is necessary for sports fields. The unit offered is a 3 gang rotary type mower that does not have these features.

This tender included the option that allowed the Corporation an opportunity to purchase more than one unit in each classification, with a volume discount. By purchasing a quantity of two 5 Gang Sports Field Mowers, there is a savings of \$5,520.00  
The unit being replaced will be disposed of at a future auction.

DM/DL

cc: C. Guthro, Manager of Fleet Services  
C. Rendell, Senior Buyer, Purchasing  
D. Manningham, Vehicle Acquisition Officer  
L. Barker, Administrative Co-ordinator





**CONSENT AGENDA**

**FINANCE AND ADMINISTRATION COMMITTEE**

**Tuesday, 1998 April 21st**

**1:30 o'clock p.m.**

**Room 233, City Hall**

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

Minutes of the regular meeting held on Tuesday, 1998 April 7th

**B. TREASURER**

Financing contribution to the Ontario Association of Property Standards Officers General Meeting at McMaster University, 1998 May 24 - 29

**C. CITY CLERK**

Farmers' Market Coffee Shop Lease Agreement

**D. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE**

Information Items



Tuesday, 1998 April 7  
1:30 o'clock p.m.  
Room 233, City Hall

A.

**The Finance and Administration Committee met.**

**Present:** Alderman D. Wilson, Chairman  
Alderman D. O'Sullivan, Vice-Chairman  
Robert M. Morrow  
Alderman D. Haining  
Alderman C. Collins

**Regrets:** Alderman M. Caplan - City business  
Alderman A. Horwath - City business  
Alderman B. Charters - City business  
Alderman B. Kelly - City business

**Also Present:** Alderman T. Corsini  
Alderman T. Anderson  
J. Pavelka, Chief Administrative Officer  
A. Ross, Treasurer  
P. Noé Johnson, City Solicitor  
J. Schatz, City Clerk  
B. Desnoyers, Culture and Recreation  
J. Winn, Fire Department  
J. Verbeek, Fire Department  
L. King, Building Commissioner  
J. Johnston, Commissioner of Human Resources  
M. Mascarenhas, Housing  
M. Watson, Real Estate, City Clerk's Office  
C. Guthrie, Public Works and Traffic  
N. Catalano, Economic Development  
T. Bradbury, Treasury  
R. Sabo, Law  
Susan K. Reeder, Secretary

**A G E N D A**

**1. CONSENT AGENDA**

The Committee was in receipt of its Consent Agenda, and approved the following:

**A. MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**

The Committee was in receipt of the minutes of its regular meeting held on Tuesday, 1998 March 24th, and approved these minutes as circulated.

**B. COMMISSIONER OF PUBLIC WORKS AND TRAFFIC - Purchase of one (1) 5 Gang Sports Field Mower, one (1) 4 Wheel Turf Truckster and the replacement of one (1) 5 Gang Sports Field Mower Unit 0109, Fleet Services**

The Committee was in receipt of a report from the Commissioner of Public Works and Traffic dated 1998 March 27, respecting the above noted matter.

The Committee approved the following:

That a purchase order be issued to G.C. Duke Equipment Ltd., Burlington, in the amount of \$132,307, including volume order discount and all applicable taxes, being the lowest total acquisition cost meeting specifications of four tenders received in accordance with specifications issued by Purchasing and Vendor's tender. This purchase includes one (1) 5 Gang Sports Field Mower to be financed through T. B. McQueston Park Development, Capital Funds account No. CF 629254005 as approved by City Council 1997 March 18, and one (1) replacement, 5 Gang Sports Field Mower to be financed through the Reserve for Mobile Equipment Account pending the approval of the 1998 Capital Funds. The 4 Wheel Turf Truckster to be financed through the Turner Park Development Phase II, Capital Funds account No. CF 629754034 as approved by City Council 1997 March 18.

C. SECRETARY, FINANCE AND ADMINISTRATION COMMITTEE -Information Items

The Committee was in receipt of a report from the Secretary of the Finance and Administration Committee dated 1998 April 3rd, respecting Information Items. The Committee approved the following:

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Information Report - City Clerk - Ontario Hydro's Appointee on the Hamilton Hydro-Electric Commission - report dated 1998 March 20th
- (b) Information Report - Treasurer - Sale of Tax Arrears Properties - report dated 1998 March 24th
- (c) Minutes - Hamilton Status of Women Sub-Committee - meeting held Monday, 1998 March 2nd
- (d) Minutes - Hamilton Status of Women Sub-Committee - meeting held Monday, 1998 February 2nd

REGULAR AGENDA

2. MAYOR ROBERT M. MORROW

(a) Canadian Auto Pact

The Committee was in receipt of resolutions from the City of Windsor dated 1998 January 26, and the City of London dated 1998 February 3, and correspondence from the Regional Municipality of Halton dated 1998 January 14, and the City of Mississauga dated 1998 January 19, respecting the above noted matter.

The following resolution was approved:

That the following resolution respecting the Canadian Auto Industry be approved:

WHEREAS the auto industry, largely due to the Auto Pact, is critical to the economic health of Canada and its communities, with this important industry having been described as the engine of the Canadian economy; and,



WHEREAS trade policy has always been central to Canadian auto policy, with the auto industry providing 150,000 direct jobs (assembly and components) and some 175,000 spin-offs (steel, plastics, glass, rubber, etc.); and,

WHEREAS the federal government is contemplating an end to the Auto Pact by eliminating tariffs on all vehicles and components coming from overseas; and,

WHEREAS overseas auto companies have demonstrated a markedly lower commitment to investment and jobs than Big Three Companies; and,

WHEREAS the elimination of tariffs facing non auto-pact companies would inevitably lead to significant job losses in the many communities in Canada that depend on the auto industry, either directly or indirectly through related activities such as part, production and spin-off economic activity;

THEREFORE BE IT RESOLVED that the federal government be urged to reverse its recent decision on auto parts and cease any action, legislative or otherwise, that would lead to the elimination of auto tariffs on vehicle assembly and further, that the federal government fully commit to protect the principles of the auto pact; and,

BE IT FURTHER RESOLVED that Hamilton City Council hereby go on record with federal and provincial governments in supporting the immediate withdrawal of any intention to implement such tariff removal and ensure the protection of the Auto Pact, and that the Prime Minister of Canada and the Premier of Ontario be so advised.

(b) **Correspondence - Hamilton and District Labour Council - Call for a Public Inquiry - Ipperwash Provincial Park incident**

The Committee was in receipt of correspondence from the Hamilton and District Labour Council dated 1998 March 23, respecting the above noted matter.

Discussion ensued on this matter, and inasmuch as it was the view of the Committee that this was an issue outside of the area of municipal jurisdiction, the Committee agreed to receive and take no action on the correspondence requesting support for a Public Inquiry.

**Note:** Mayor Morrow and Alderman Wilson opposed.

3. **CITY CLERK - Lease Renewal to Hamilton Municipal Employees' Credit Union Limited - Automated Teller Machine**

The Committee was in receipt of a report from the City Clerk dated 1998 March 27, respecting the above noted matter, and approved the following:

- (a) That the City of Hamilton renew the lease with the Hamilton Municipal Employees' Credit Union Limited, respecting the use of approximately 100 square feet of the area adjacent to the walkway between City Hall and the Football Hall of Fame; and,
- (b) That the new term be for a period of five (5) years commencing 1998 March 26 and expiring 2003 March 25, at a rental rate of \$2,000 per year plus taxes of \$690.13 for 1997, and proceeds be credited to Account No. CH 44104 31106 (Rental Civic Property - Civic Properties Rented); and,
- (c) That the option to renew the lease for a further five (5) period shall be at the discretion of the City with the rate and terms to be mutually agreed upon six (6) months prior to the expiry of the lease; and,

- (d) That upon termination of the lease, the Lessee will remove its equipment and restore the site to its original state; and,
- (e) That the Mayor and City Clerk be authorized and directed to execute the renewal agreement in a form satisfactory to the City Solicitor.

4. **FIRE CHIEF - Securing of Vacant Building - 205 Cannon Street East**

The Committee was in receipt of a report from the Fire Chief dated 1998 March 27, respecting the above noted matter.

(a) **Recommendation - Treasurer - Financing upset limit of \$8,000 to secure the building located at 205 Cannon Street East**

The Committee was in receipt of a report from the Treasurer dated 1998 April 2, respecting the above noted matter.

The Committee approved the following:

- (a) That the Corporation of the City of Hamilton be authorized to secure the vacant building located at 205 Cannon Street East as authorized by an Ontario Court (Provincial Division) Order issued on 1998 March 19; and,
- (b) That the upset limit of \$8,000 as the cost to secure the building located at 205 Cannon Street East be charged to a new account CH 57309 48001 Structural Inspections of the Fire Department's Budget, and funded by any Fire Department surplus in 1998; and,
- (c) That to the extent there is not a surplus within the Fire Department Budget, the Treasurer report back as to a method of financing of the above noted costs.

Note: The Committee agreed that due to the urgent nature of the above-noted matter, that this recommendation would be forwarded to the Committee of the Whole/City Council meeting scheduled for Thursday, 1998 April 9th.

**ADDED - FIRE CHIEF - Sale and Disposal of Combustible Materials from 231 Gage Avenue North**

The Committee was in receipt of an added report from the Fire Chief dated 1998 April 7, respecting the above noted matter.

The Committee approved the following:

That, in accordance with Request for Proposal C8-198, approval be given to sell to Marco Coccia as the highest bidder for approximately 72 skids of posters, for a total price of \$2,001, representing a portion of the combustible materials removed from 231 Gage Avenue North by the Hamilton Fire Department.

With respect to the disposal of the balance of the combustible materials, the Committee was in receipt of a recommendation from the Fire Chief as follows:

That in accordance with tender Ci-298, a purchase order be issued to Team-1 Environmental Services Inc. as the lowest bidder, in an amount not to exceed \$72,000 (the exact cost is dependant on the quantity of materials removed), representing the cost of disposal of the balance of the combustible contents removed from 231 Gage Avenue North by the Hamilton Fire Department.

Jim Winn of the Fire Prevention Bureau addressed the Committee and circulated a memo received from Speco International Inc. dated 1998 April 7th indicating that they would be prepared to takeover the future costs of the trailers of vinyl. With respect to this added information, the Committee agreed to table the awarding of the disposal contract in order that staff can discuss the Speco offer.

Note: Similar to the issue of the vacant building on Cannon Street East, it was agreed that the sale of combustible materials from 231 Gage Avenue North be forwarded to the Committee of the Whole/City Council meeting being held on Thursday, 1998 April 9th.

5. **DIRECTOR OF CULTURE AND RECREATION - Award of Contract - Security Services for City Hall**

The Committee was in receipt of a report from the Director of Culture and Recreation dated 1998 March 27, respecting the above noted matter.

The Committee approved the following:

- (a) That authorization be given to establish an Open Order with Group 4 C.P.S. Limited of Hamilton, Ontario for City Hall security services for the remainder of 1998 through to and including 2001, this being the lowest of six tenders received in accordance with the specifications issued by the Purchasing Division, Ref: C2-398; and,
- (b) That the annual expenditure (approximately \$50,000) be financed from Account CH 56333 31102 City Hall - Security.

6. **REFERRAL FROM CITY COUNCIL - Financing - Sale of easement for a Sanitary Sewer across the Chedoke Golf Course**

The Committee was in receipt of a report from the Treasurer dated 1998 April 2, respecting the above noted matter. Alderman O'Sullivan requested that the recommendation clearly define that the reserve be established for future development of "Hamilton Civic" Golf Courses.

The Committee approved the following as amended:

- (a) That as referred to in Section 13 of the Third Report for 1998 of the Parks and Recreation Committee approved by City Council at its meeting held Tuesday, 1998 February 24th, a new interest bearing reserve "Reserve for Golf Course Improvement" be established for future development of Hamilton Civic Golf Courses; and,
- (b) That the proceeds from the sale of an easement, in the amount of \$50,000, for a Sanitary Sewer across the Chedoke (Martin) Golf Course to Chedoke Terrace Inc. be credited to the new reserve "Reserve for Golf Course Improvement".

7. **TREASURER - Update - Current Value Assessment (verbal report)**

Tom Bradbury of the Treasury Department and Allan Ross, Treasurer spoke to the Committee respecting Current Value Assessment. A copy of the overhead presentation was circulated and received.

**ADDED - TREASURER - Provincial Downloading and Local Services Realignment**

The Committee was in receipt of an added report from the Treasurer dated 1998 April 7, respecting the above noted matter. The Treasurer indicated that the wording of sub-section (b) should be corrected to read "requested" rather than "required".



The Committee approved the following as amended:

- (a) That the City of Hamilton advise the Province of Ontario that it objects to the Community Reinvestment Fund and Special Transition Assistance allocations to the City of Hamilton as announced on 1998 March 30; and,
- (b) That the Province of Ontario be requested to correct the calculations of these figures and revise the allocation of these funds to the City of Hamilton to better reflect the costs of the Province's initiatives to City taxpayers.

8. **DIRECTOR OF REGIONAL ECONOMIC DEVELOPMENT - Joint Partnership Agreement - Downtown - City of Hamilton and the Regional Municipality of Hamilton-Wentworth and the Hamilton Halton Home Builders Association**

The Committee was in receipt of a report from the Director of Regional Economic Development dated 1998 March 30, respecting the above noted matter.

Nick Catalano, Director of Economic Development was in attendance and addressed the Committee with an update on the Joint Partnership. Some discussion ensued and the Committee approved the following:

That the report of the Director of Economic Development dated 1998 March 30th be received and forwarded to the Economic Development and Tourism Committee of the Region, for information purposes.

9. **IN CAMERA AGENDA**

The Committee moved to an In-Camera Session to discuss matters of a Private and Confidential nature.

The Committee then moved back into Regular Session, and approved the following:

AA. **CITY CLERK**

(i) **Declaration of Surplus Property/Sale - 177 Sherman Avenue North**

- (a) (i) That 177 Sherman Avenue North be declared surplus to the requirements of the City of Hamilton in accordance with Real Property Sales Procedural By-law 95-049; and,
- (ii) That the Real Estate Division be authorized and directed to sell this property in accordance with the Real Property Sales Procedural By-law; and,
- (b) (i) That an Offer to Purchase under Power of Sale under mortgage for the property at 177 Sherman Avenue North for the price of \$50,000, executed by 805726 Ontario Inc. (Mike Valvasori, President), dated 1998 March 25, be accepted. The said land has an area of 728.4 square metres (7,841 square feet) more or less, being Lot 15 on Registered Plan 245 in the City of Hamilton, said transaction scheduled to close 1998 June 23. Funds derived from this sale less commission be credited to Account Centre CH 00115 (Reserve for Contingency); and,
- (ii) That the required deposit cheque in the amount of \$5,000 be held by the City Treasurer pending Council approval; and,
- (iii) That the Offer be approved subject to clauses which state:



- (1) That the Vendor consents to the Purchaser, at their sole expense, to make application to the Assessment Review Board - Ministry of the Attorney General, appealing the assessment on the subject property prior to closing and the Vendor agrees to sign any required documentation for that application and to do all things reasonably necessary in support of it; and,
  - (2) That the Purchaser acknowledges that the closing of the herein transaction is not conditional upon the successful completion of said assessment appeal. The Purchaser shall be required to close the herein transaction regardless of the status of the appeal; and,
  - (3) Upon closing, the Purchaser agrees to immediately proceed to fix up the facade of the building in an aesthetically pleasing manner.
- (iv) That upon successful completion of this sale, a real estate commission of 6% of the sale price be paid to Blair, Blanchard, Stapleton Ltd. (Robert Miles, Agent), who acted in this matter; and,
- (v) That the City Clerk be authorized and directed to execute and issue a Certificate of Compliance in the form prescribed pursuant to Section 193 of the Municipal Act incorporating the following:
- (1) Satisfactory notice has been given to the public of the intended sale; and,
  - (2) An appraisal of the fair market value of the real property intended to be sold was obtained on 1998 April 7.

(ii) City Clerk's Department Reorganization

- (a) That the organizational structure for the City Clerk's Department, attached herewith and marked as Appendix "A", which provides for the following changes, be approved:
- (i) Inclusion of the Real Estate Division into the City Clerk's Department as approved by City Council on 1997 May 14; and,
  - (ii) Inclusion of the Imaging function of the Information Systems Department into the Administration Division of the City Clerk's Department as approved by City Council on 1997 September 30; and,
  - (iii) Transfer of the Establishment and Mobile licensing and Smoking Control functions to the Building Department effective 1998 April 15; and,
  - (iv) Transfer of responsibility for the operation of the Hamilton Farmers' Market to the Culture and Recreation Department effective 1998 April 15; and,
  - (v) Inclusion of the Committee of Adjustment function into the Legislative Division effective 1998 April 15; and,

- (b) That the following positions be eliminated:
- (i) Licence Steno I (one vacant position-currently funded); and,
  - (ii) Smoking Control Officer (one vacant position-currently funded); and,
  - (iii) Legislative Assistant II (one position-funding deleted 1995); and,
  - (iv) Legislative Steno II (one vacant position-funding deleted 1997); and,
  - (v) .5 FTE Committee of Adjustment (effective 1998 June 30); and,
  - (vi) Chief Appraiser, Real Estate Division (effective 1998 June 30); and,
- (c) That the position of Lottery Clerk be established and that job documentation for this position be prepared and forwarded to the Commissioner of Human Resources for review and establishment of salary classification; and,
- (d) That the following additional changes be approved:
- (i) Reduction of one level of supervision in the Real Estate Division with the elimination of the position of Chief Appraiser; and,
  - (ii) Restructuring of the reporting relationship in the Legislative Division to provide for the Legislative Steno's in that division to report directly to the Manager of Legislative Services rather than the Legislative Assistants and also implement generic job descriptions for all Legislative Steno's in the division; and,
  - (iii) Elimination of the Licence Division with the transfer of the establishment and mobile functions to the Building Department and transfer of the lottery function to the Administrative Division; and,
  - (iv) Transfer of the Administrative Assistant II, formerly in the Property Department, to the Legislative Division/C.A.O. relief; and,
  - (v) Transfer of the following staff complement to the Building Department along with the transfer of a \$445,000 expenditure base and a \$949,000 revenue base to reflect the transfer of the Establishment and Mobile components of the Licence Division:
    - Manager, Licence Division
    - 3 Licence Clerks
    - Chief Licence Inspector
    - Licence Inspector/Mechanic
    - 2 Licence Inspector II's
  - (vi) Transfer of the following staff complement to the Culture and Recreation Department along with the transfer of a \$270,500 expenditure base and a \$472,930 revenue base to reflect the transfer of the operation of the Hamilton Farmers' Market:
    - Market Manager
    - Market Clerk
    - Market Cleaner
    - Attendant II
    - Loading Dock Attendant

**BB. BUILDING COMMISSIONER - Restructuring of the Building Department and Re-engineering of the Licensing Function**

- (a) That the Building Commissioner be authorized and directed to implement restructuring of internal divisions within the Building Department to facilitate delayering, multi-tasking, reduction of supervision, empowering of staff, and greater cost efficiency; and,
- (b) That the existing position of Manager, Licence Division transferred from the City Clerk's Department be retitled a Project Manager and report directly to the Building Commissioner and be deleted no later than 1999 July 1; and,
- (c) That three existing Licence Clerk positions transferred from the City Clerk's Department be deleted and replaced with two Customer Service Representatives effective 1998 September 15; and,
- (d) That the existing Chief Licence Inspector transferred from the City Clerk's Department be retitled to a Supervisor of Licensing; and,
- (e) That the function of the Committee of Adjustment be divided with the City Clerk's Department effective 1998 April 15 by:
  - (i) Transferring the position of Secretary-Treasurer and the expenditure base of \$58,320 to the City Clerk's Department; and,
  - (ii) Transferring the .5 Committee of Adjustment Clerk and the expenditure base of \$19,910 to the City Clerk's Department; and,
  - (iii) Reassigning the Customer Service Loans Officer to the Customer Services Division of the Building Department; and,
  - (iv) Transferring an expenditure base of \$6,000 for postage to the City Clerk's Department; and,
- (f) That the Manager of Customer Services report directly to the Building Commissioner; and,
- (g) That the Director of Technical Services and Deputy Building Commissioner be retitled to Director of Field Services and Deputy Building Commissioner; and,
- (h) That the position of Manager of Administrative Services be deleted and replaced with a new position of Customer Service Engineer/Office Administrator; and,
- (i) That new job descriptions be sent to the Commissioner of Human Resources for classification.

**CC. REFERRAL FROM CITY COUNCIL - Correspondence - Hamilton Harbour Commissioners**

- (i) Letter dated 1998 March 27th - City of Hamilton audit of Hamilton Harbour Commissioners' Financial Statements
- (ii) Letter dated 1998 March 30th - Summary of the Five Year Capital Budget and response to Council questions

The Committee agreed to receive the above noted documents.

DD. CITY SOLICITOR - Application to revoke Building Permit - Hamilton Wentworth Sponsors Association Inc.


Pursuant to the Indemnification By-law, that City Council provide the Building Commissioner with independent counsel to represent him in the application by the Hamilton-Wentworth Sponsors Association Inc., for the revocation of Building Permit No. 97 007896 000 00 issued for alterations for casino purposes in Jackson Square.

11. ADJOURNMENT

There being no further business, the meeting then adjourned.

Taken as read and approved,

ALDERMAN D. WILSON, CHAIRMAN  
FINANCE AND ADMINISTRATION COMMITTEE

  
Susan K. Reeder  
Secretary  
1998 April 7



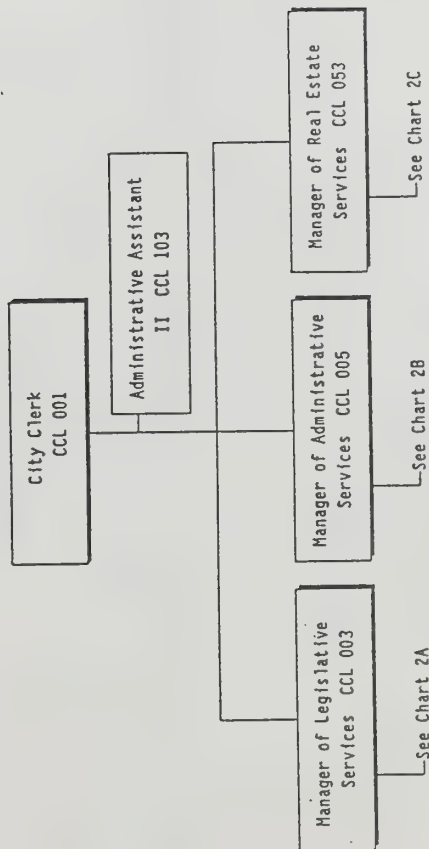
1998 April 14

Appendix "A" referred  
to in Section 8 of the  
ELEVENTH Report of  
the Finance and  
Administration  
Committee for 1998

Chart 1 of 2

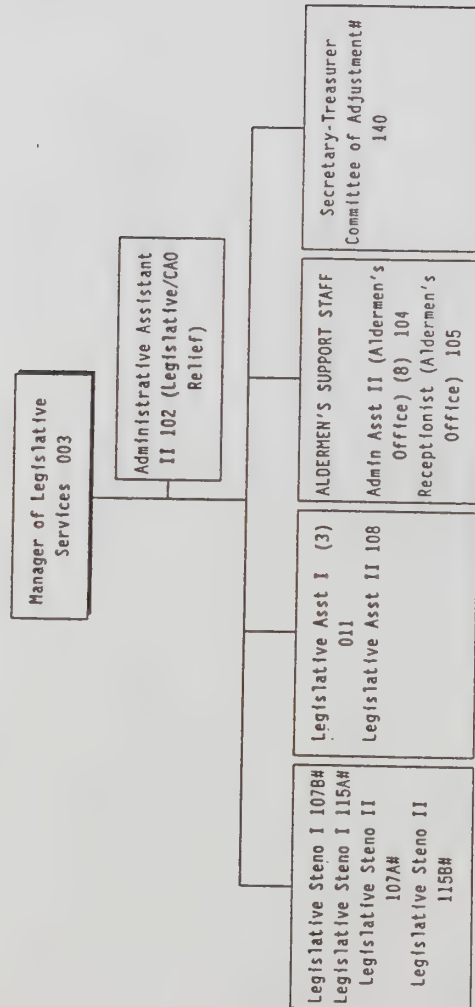
March 30, 1998

CITY CLERK'S DEPARTMENT  
"PROPOSED ORGANIZATIONAL STRUCTURE"



# CITY CLERK'S DEPARTMENT "PROPOSED ORGANIZATIONAL STRUCTURE"

Chart 2A of 2



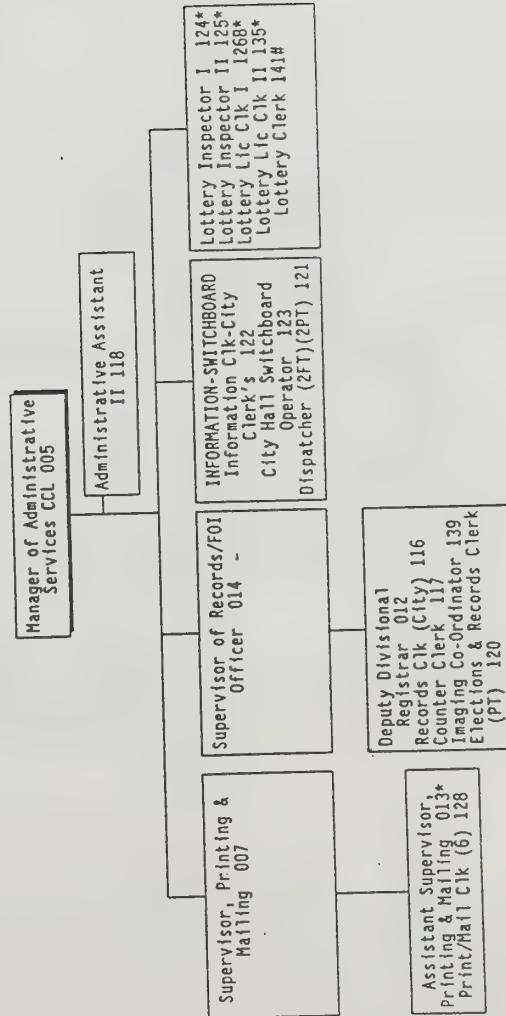
March 30, 1998  
 #To Be Reviewed

1998 April 14

1998 April 14

Chart 28 of 2

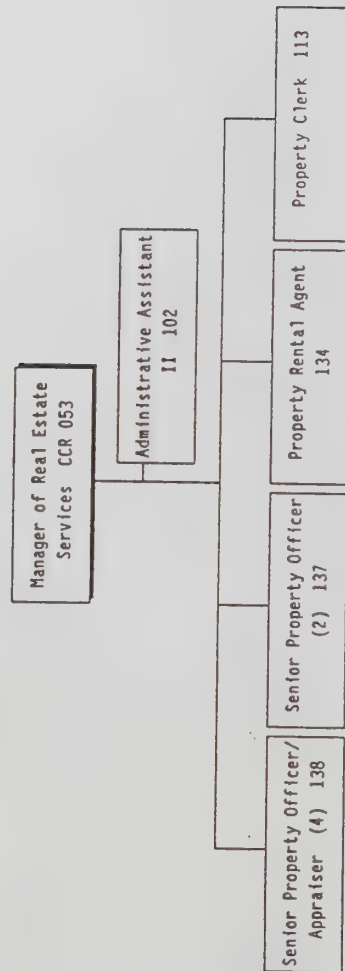
CITY CLERK'S DEPARTMENT  
"PROPOSED ORGANIZATIONAL STRUCTURE"



March 30, 1998  
\*To Be Reviewed  
#New Position

# CITY CLERKS DEPARTMENT "PROPOSED ORGANIZATIONAL STRUCTURE"

Chart 2C of 2



March 30, 1998

1998 April 14



B.

**CITY OF HAMILTON  
- RECOMMENDATION -**

**DATE:** 1998 April 15

**REPORT TO:** Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** Allan C. Ross  
Treasurer

**SUBJECT:** Financing contribution to the Ontario Association of  
Property Standards Officers General Meeting at McMaster  
University, May 24-29 1998

**RECOMMENDATION:**

That the upset contribution of \$5,000 to assist in defraying the costs of the Ontario Association of Property Standards Annual Education Seminar and General Meeting May 24-29, to be held at McMaster University be financed from the Hosting of Conferences with Municipal Subject Content Account Ch 55307 80040.

*Allan C. Ross*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

The proposed 1998 budget for the above noted account has been adjusted to \$27,000 from the 1997 level of \$20,000 to reflect the proposed funding obligations for this account. City Council previously approved a commitment of \$10,000 at its meeting January 27, 1998 for the Parks & Recreation Education Workshop and a further \$12,000 at its meeting March 10, 1998 for Gymnastics Championships.

If during the 1998 budget deliberations the appropriation for the above noted account is reduced to less than \$27,000, then there are sufficient funds within the Reserve for Hosting of Conferences account to offset any deficiencies, if required.

**BACKGROUND:**

City Council at its meeting April 14, 1998 approved item 5 of the Seventh report of the Planning and Development Committee which approved of a contribution of \$5,000 to sponsor the "President's Dinner" as part of the above noted conference to be held in Hamilton. The Planning and Development report indicated that the Honourable Al Leach, Minister of Municipal Affairs and Housing will be the key note speaker at the dinner. At the same time, the Finance and Administration Committee was asked to recommend the method of financing.

c.c. Len King, Building Commissioner  
Tina Agnello, Secretary, Planning & Development Committee



**CITY OF HAMILTON**  
**- RECOMMENDATION -**

C.

**DATE:** 1998 April 6

**REPORT TO:** Mrs. Susan K. Reeder, Secretary  
Finance and Administration Committee

**FROM:** J. J. Schatz  
City Clerk

**SUBJECT:** Farmers' Market Coffee Shop Lease Agreement

**RECOMMENDATION:**

- (a) That the current lease agreement between Corrado Belacca, John Malagrino and the City of Hamilton respecting the Farmers' Market Coffee Shop, be amended to remove Corrado Belacca as a licensee and include Ann Soos as an added licensee; and,
- (b) That the amended lease agreement continue to provide for the agreement to expire on 2000 August 31 with no option to renew, at a monthly rate of \$439 for 1998, to be adjusted during the term of the agreement at the pleasure of Council.
- (c) That the City Solicitor be authorized and directed to prepare the necessary amending agreement.

*M. Halloran for*  
*J.J. Schatz*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

Continued revenue for the Coffee Shop at the rate of \$439 per month is provided for in the 1998 Current Budget.

**BACKGROUND:**

Approval of the recommended change in licensees will enable the Farmers' Market Coffee Shop to become a more viable operation. The added licensee is fully aware that the amended agreement will expire on August 31, 2000 and cannot be renewed. The operation of the Coffee Shop will be tendered at that time.





D.

**CITY OF HAMILTON**

**-RECOMMENDATION-**

**DATE:** 1998 April 17th

**REPORT TO:** Alderman D. Wilson, Chairman & Members,  
Finance and Administration Committee

**FROM:** Susan K. Reeder, Secretary,  
Finance and Administration Committee

**SUBJECT:** Information Items

**RECOMMENDATION:**

That the following Information Items, which have been previously forwarded to members of the Committee under separate cover, be received for information purposes:

- (a) Information Report - City Clerk - 1998 Capital Budget Program/Election System Acquisition
- (b) Correspondence - Minister of Labour - Long Term Medical Surveillance Programme - Hamilton Fire Fighters - Plastimet Fire

*Susan K. Reeder.*

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

N/A

**BACKGROUND:**

The above-noted documents have been sent out to members of the Committee and the applicable staff for information purposes, and are being formally presented to the Committee in order to be officially received. Approval of this recommendation to receive these documents will ensure that the circulation procedure followed for these matters is recorded.

CITY OF HAMILTON

RECOMMENDATION

1990-1991

DATE

Adopted by Council on 1990-1991  
Financial and Administrative Committee

REPORT TO

James C. Smith, Mayor  
Financial and Administrative Committee

FROM

Financial and Administrative Committee

SUBJECT

RECOMMENDATION

The following information was received from the City of Hamilton  
Financial and Administrative Committee on 1990-1991

On 1990-1991, the City of Hamilton Financial and Administrative Committee  
has recommended that the City of Hamilton should

1. Increase the City of Hamilton's financial and administrative  
commitment to the City of Hamilton's financial and administrative

FINANCIAL AND ADMINISTRATIVE COMMITTEE

The following information was received from the City of Hamilton  
Financial and Administrative Committee on 1990-1991  
The City of Hamilton's financial and administrative  
commitment to the City of Hamilton's financial and administrative  
commitment to the City of Hamilton's financial and administrative  
commitment to the City of Hamilton's financial and administrative





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